



## *Choice Management Worksheet*

It's easy to lose sight of the big picture when we allow ourselves to get mired down with menial tasks that suck the time from our day. Good habits go away and bad habits creep in as we react instead of prepare and plan. I encourage you to shift your mindset away from time management (the jargony business term) and towards choice management. After all, we can't make time, we can only make choices.

To help you with this perspective shift, I encourage you to use this Choose & Become Choice Management worksheet. These are just a few techniques for deliberate action to force the most important things to the top of your to-do list.

When you get down to it, shifting your thinking from time to choices—is a first choice.

We all have the time. What are the choices we are making and why?

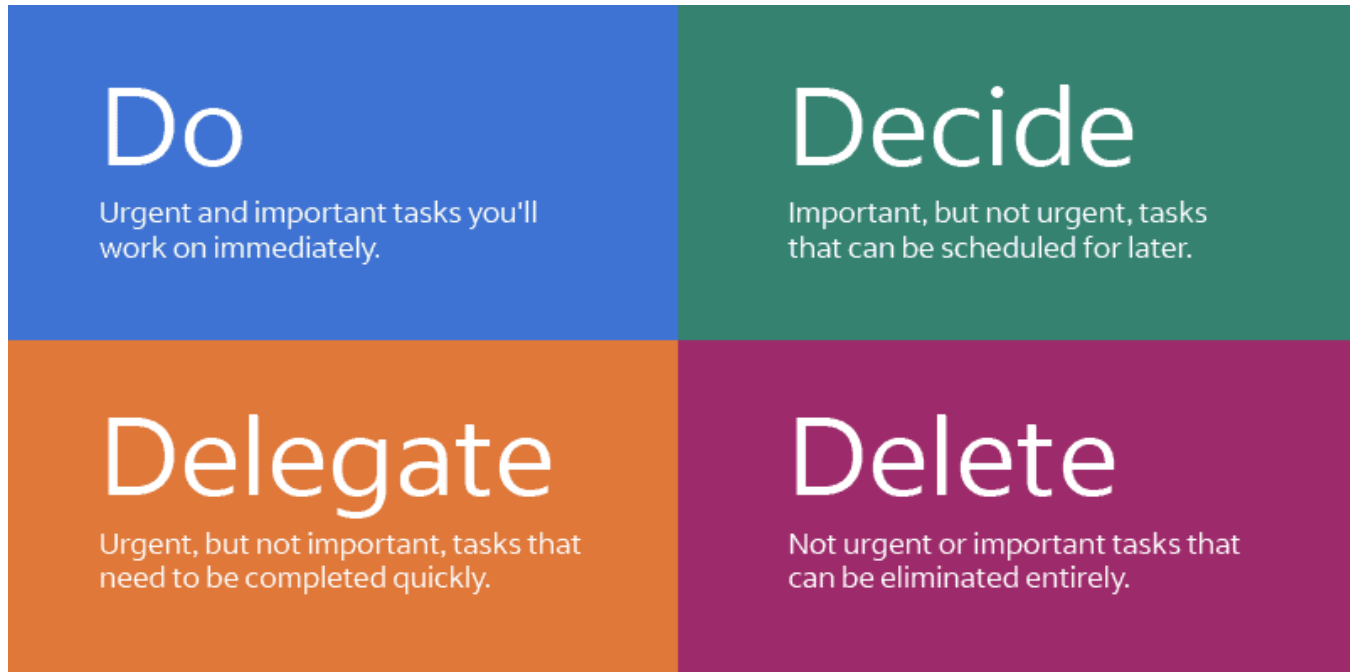
With love,

ps. Visit [trishkendall.com/contact](http://trishkendall.com/contact) to connect and for more information about booking me as your next keynote speaker.

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# Section 1

Using the Eisenhower Matrix, list out your tasks in the appropriate box.



Source: Indeed.com

Next to each item in each of the “important” quadrants, list a simple choice you can make that will allow you to prioritize the task appropriately.

<b>Habit</b>	<b>Decide</b>
<b>Delegate</b>	<b>Delete</b>



## Section 2

Open your calendar and time block each of the “important” tasks from the matrix. It’s best if this is a recurring time each week, so that you don’t lose sight of the goal after week 1!

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
C&B	x	x	x	M&F	C&B	C&B

## Section 3

What choices are you making that are hindering your progress towards achieving your goals?

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What choices are you making that are supporting your goals?

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Who can help you stick with these choice management strategies (prioritization and time blocking?)

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What other techniques will you implement into your new choice management perspective?

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**Note:** Have you downloaded the [Breaking Bad Habits worksheet](#) in the Choose & Become library? It’s the perfect supplemental tool to Choice Management.

