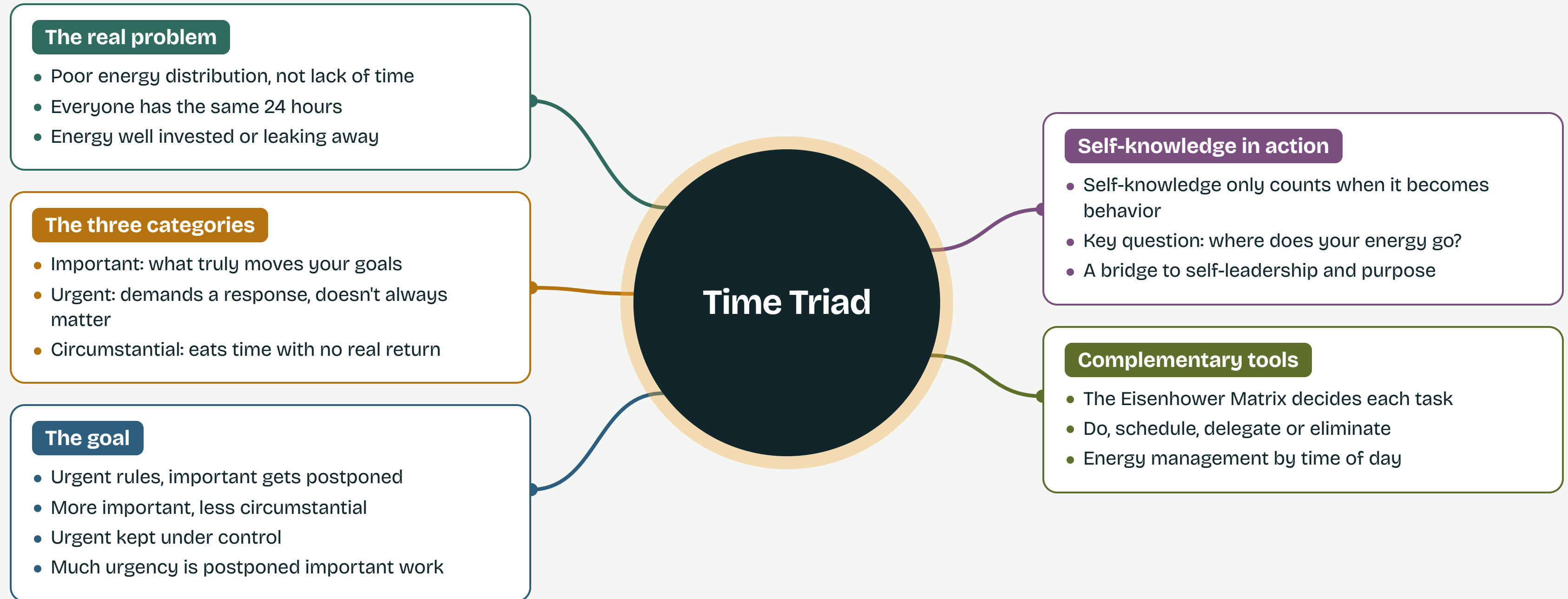


Time Triad: important, urgent and circumstantial



Action plan

1

Map a real week and classify each block

2

Cut the biggest drains of circumstantial time

3

Schedule important work as a non-negotiable commitment

4

Get ahead on important tasks to reduce urgency

5

Revisit your energy map regularly

Key takeaway

It's not about doing more: it's about putting your energy where it truly matters.