

10 Habits of Busy v. Intentional

1. *Busy people run late from one thing to the next. Intentional people show up five minutes early and start on time.*
2. *Busy people allow their co-workers to distract and interrupt them all day long. Intentional people carve out quiet time where they can focus without distractions.*
3. *Busy people work on three things at once, they call it multi tasking. Intentional people focus on one task until they complete it, then move on to the next most important one.*
4. *Busy people answer emails and voicemails all day long. Intentional people check email and voicemail at designated times throughout the day so they don't get distracted.*
5. *Busy people don't have clear goals, but only vague ideas about what they want. Intentional people have very clear, written goals. In fact, their goals are SMART.*
6. *Busy people over obligate themselves, committing to things that they don't really want to do because of what other people think. Intentional people use the "Hell Yeah" rule.*
7. *Busy people work on the next thing on their list. Intentional people work on the most important thing on their list.*
8. *Busy people hold meetings without agendas. Intentional people send out an agenda before the meeting starts.*
9. *Busy people make assumptions about what other people want. Intentional people ask the right questions to get clear expectations from others.*
10. *Busy leaders create a busy culture in their work and their families. Intentional leaders create an intentional culture in their work and their families.*



How *Busy* Affects My Life

What important goals or changes are you not getting to in your life because you are too busy?

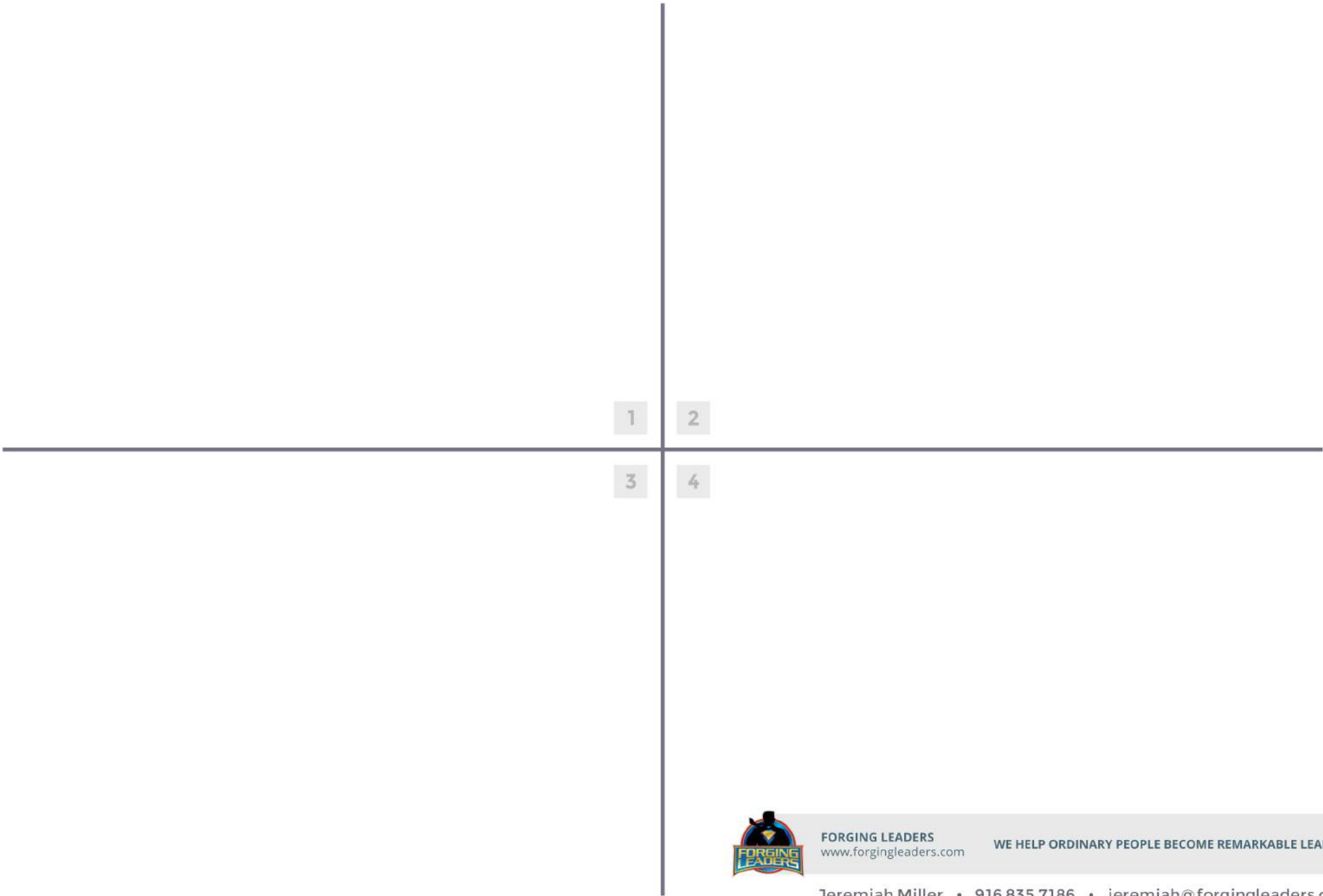
One area of my life that I am most intentional is:

Two of my worst busy habits are:

What is one thing that if you STOP doing it over the next six months will have the biggest positive impact on your life?

What is the one thing that if you START doing it over the next six months will have the biggest positive impact on your life?

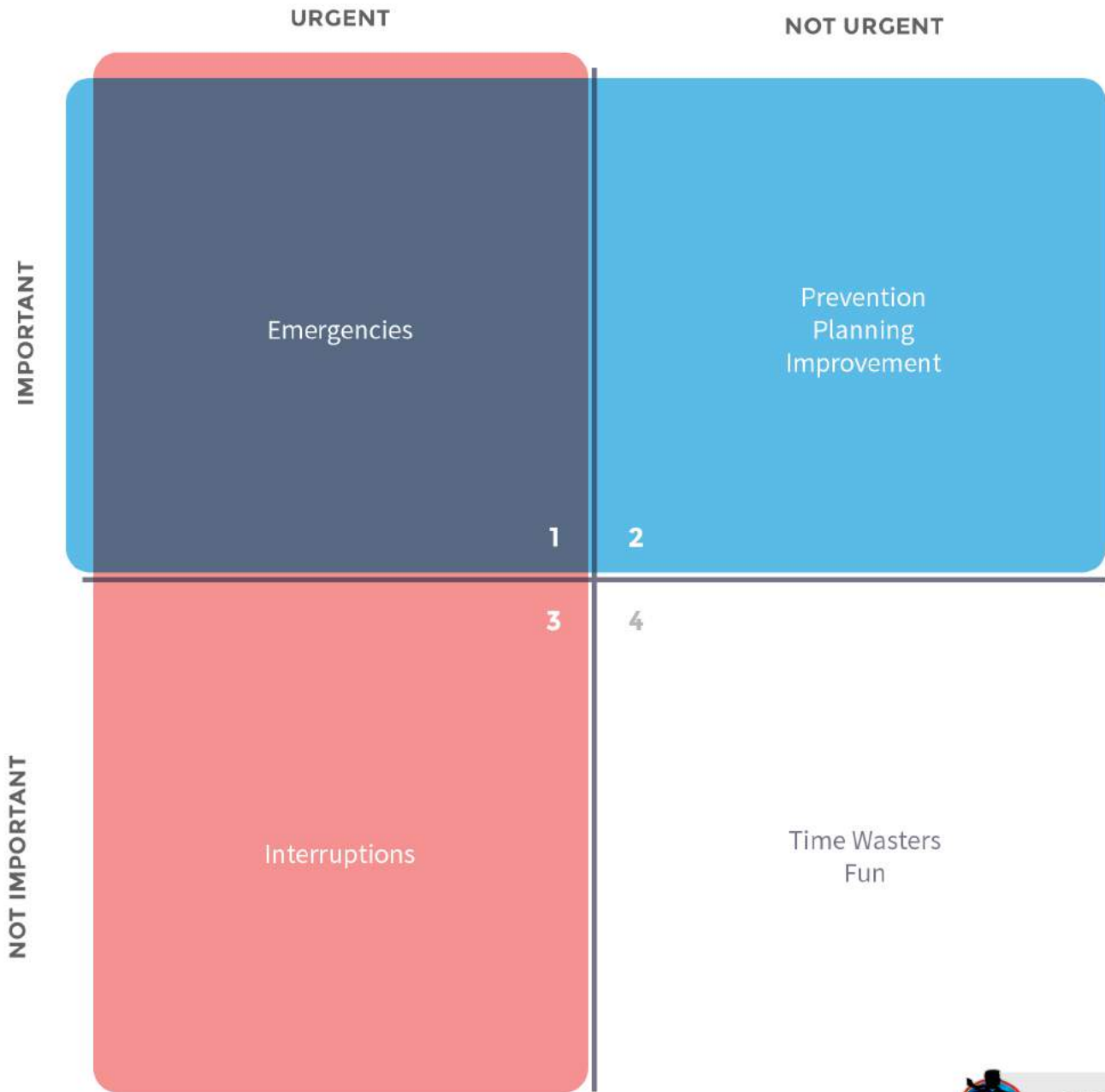




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Q1, Q3 = Busy
Q1, Q2 = Intentional

Q1: ASAP
Q2: Time Block
Q3: Delegate, "No", Time Block
Q4: 90 Min "Sprinkle"



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How I Can Use 4-Quadrants To Be More Intentional

I will handle these Quad-1 emergencies asap:

1. _____

2. _____

I will time-block sacred time on my calendar for these Quad-2 activities:

1. _____

2. _____

3. _____

I will reduce the amount of time and/or batch time for these Quad-3 activities:

1. _____

2. _____

3. _____

I will sprinkle 5-10 minute sessions of these Quad-4 activities into my day every 90 minutes or so to refresh and refill myself:

1. _____

2. _____

