

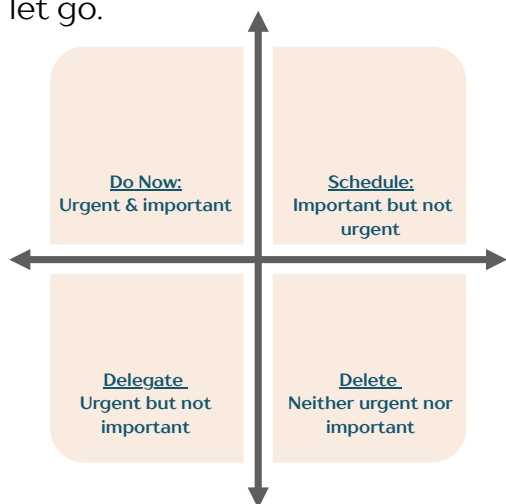
FOUNDATIONS OF PRIORITIZATION:

Tools for Focused, Values-Aligned Decisions

When everything feels important, it's easy to default to urgency or autopilot "yeses." These simple frameworks help you step back, reflect, and make more values-aligned choices—without overwhelm.

Eisenhower Matrix

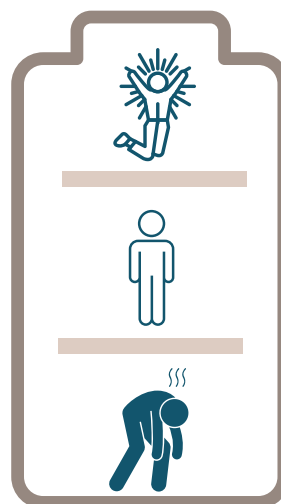
This 4-quadrant tool clarifies what actually needs your focus—and what you can defer, delegate, or let go.



🌀 Try renaming for impact:
Must-do now • Builds the life I want • Maybe not mine • Noise I can release

Energy Audit

This check-in helps you align tasks with your actual capacity. Consider: what gives energy, drains energy, or feels neutral?



🌀 Ask: How can I build in recovery before I burn out?

3 Buckets

Name where your energy is going.
Sort your time into:

- Maintenance (logistics)
- Growth (goals, relationships)
- Distraction (low-impact)

🌀 Ask: What's one small shift toward "growth" I can make?

