***Allen’s 5 states***

**PROCESSING** workflow involves dividing goals/projects into discrete, directly-linked tasks (action items) that are:

1. Defined with **SMART parameters** 🡪
2. **Prioritized** by urgency & importance

**REVIEWING** workflow involves regular planning intervals that allow review of the workflow landscape. Review is *essential* for clarifying next steps.

* Create habits (60 days)
* Create time for regular review (e.g. daily, weekly)
* Renegotiate time allocation & prioritization

**Specific**: Assign clear actions & results.

**Measurable**: Divide goals or end products into discrete, associated component tasks.

**Assignable**: Stay accountable by setting limits & rewards and by sharing goals with others.

**Realistic**: Tasks should be manageable. Behavioral theory suggests that challenge is beneficial, but also define tasks with available resources in mind.

**Time-related:** Assign deadlines to measure progress.

**Prioritization using Covey’s time management matrix**

|  |  |  |
| --- | --- | --- |
|  | Urgent | Not Urgent |
| Important | **Quadrant 1**  Crises  Pressing Problems  Project Deadlines | **Quadrant 2**  Relationships  Planning  Recreation |
| Not Important | **Quadrant 3**  Interruptions  Some Calls/Texts  Some Email/Mail  Some Reports | **Quadrant 4**  Busy Work  Some Calls/Texts  Some Email/Mail  Time Wasters |

Prioritize tasks (action items) by urgency and importance using to the Covey 4 quadrants model. **Plot each task into one of the 4 quadrants on this diagram.**

IMPORTANT

URGENT NOT URGENT

NOT IMPORTANT