

6 Big Rocks

Before you leave work ON FRIDAY:

1. Think about the projects you are currently involved with at work. Make a list of the six, top-priority projects you are working on and list what steps you need to take next to bring each of those projects closer to completion by the following Friday.
2. Be careful. Urgent items may not be the most Important actions. Easy to do items may not be the most Important actions either.
3. Determine what your Breakdowns and Breakthroughs were for the week.

For the Week of: _____

Rocks/Project Description	Next Steps	Level of Urgency/Importance

Breakdowns	Breakthroughs