

Defining the important things from the urgent things

URGENT! No, not really. NO! It's URGENT! DO IT NOW!

How do you define the importance of to-dos and layout a strategic plan for planning? Join the gruesome twosome in figuring out these details in the Plannerverse.

Nothing we say can be used against us, unless of course, it's urgent.

If you have ideas for future episodes please send them to steve at philofaxy dot com

Show Notes (timings approximate)

00:00 - Introductions

01:00 - Prioritising things

01:10 - The Eisenhower quadrant

03:00 - Article on the website - [Art of Manliness](#)

03:45 - Demands on our time

07:00 - Your decisions on a daily basis

07:45 - Distinguishing the important and the non-important issues in life

08:30 - Working towards goals

10:00 - Weekly planning

11:15 - Assigning tasks to days

12:30 - Small and permanent habit changes

14:15 - Quadrant four time wasters

15:00 - Breaking down the big tasks/projects to make them achievable

17:15 - Assigning priorities to tasks in a paper planner

18:00 - Splitting tasks throughout the year.

19:30 - Delegating tasks

19:50 - [Omnifocus](#)

21:00 - Putting tasks in to contexts

22:15 - [Bullet Journalling](#)

23:30 - Parallel and consecutive tasks

25:30 - Train yourself from living in quadrant 3 and 4

26:45 - Dive in to a book or listen to our [podcasts](#) when you want to have 'time out'

28:00 - Steve's homework for this week!

29:45 - Tip of the week

