



GROW model

Defining the goal based on GROW model (Goal, Reality, Options, Will)

Goal What is your goal? What do you want?	Reality What is the reality? Where are you now?	Options What are your options? What could you do?	Will What will you do?
Identify and clarify the ultimate goal. Check on you aim and aspirations.	Assess the situation in terms of actions taken so far. Clarify the results and effects of past actions. Verify internal obstacles and blocks.	Identify possibilities and alternatives. Outline and question a variety of strategies.	What have you learned? What can be changed to achieve the goal? How will you ensure the achievement of the goal? Create a summary and plan of actions.

Eisenhower Square

According to D. D. Eisenhower Square: "**What is important is rarely urgent, and what is urgent is rarely important.**" The Eisenhower square is one of the popular concepts of conscious self-management in time.

You can use it to plan and set priorities in terms of their importance and urgency, or even more important to analyze and test your own activities in productivity. It allows you to make better and more accurate choices and decisions about which activities to do first. Good luck!

Eisenhower Square

	URGENT	NOT URGENT
IMPORTANT	DO Do it now.	DECIDE Schedule it to do it.
NOT IMPORTANT	DELEGATE Is there anyone else to do it?	DELETE Eliminate it.