

Date: _____ - _____

Theme for this Week: _____

Appointments:

Guidelines:

1. Date the Matrix starting on Monday and ending on Sunday. Example: 01/15/2024 – 01/22/2024

2. Head each section of the Matrix with an aspect of your life.

Example: 1. **Career** 2. **Financial Wellness** 3. **Relationships** 4. **Projects & Hobbies** 5. **House Tasks** 6. **Other/Misc**

3. List out all of your obligations, goals, or responsibilities for the week in each section.
4. List all of your appointments for the week in the “Appointments” section.
5. Once you have your completed list, circle the **MOST IMPORTANT** item in each section. This should be the item that requires the most attention, that must get done first. In the words of *Gary Keller*, it should be the ONE THING that if you do it, all other items on the list will become irrelevant or unnecessary. It is your most important work.
6. Open up your Scheduler/Google Calendar and block out time for your most important work based on this list. For Example: you know how much time your career work will take and this week, you have a lot to complete for your career. Block out this time first and then move on to another area of your life that requires attention.
7. Decide which Item from which Section is your overall ONE THING, **circle it**, and tackle that first. Once you have completed the first item, move on to the next most important item.

Comments:

- For many, the “Career” section will be the section with the most list items and therefore will be the priority when setting up the Living Matrix.
- The “Other” Section is for anything that doesn’t fit into a previous category. I highly recommend having one of your sections as “Misc/Other” because we all have things that come up which need to be kept track of.
- I print this out every week and hand write my list using this schematic as the scaffolding for my week.
- Understand that you will most likely have items on your list left over from the week before. This is normal. Simply transfer left over items to your list for the new week.
- The goal with this organizational tool is not to compete all the items on the list, **it is to complete your MOST IMPORTANT WORK**. It will help you to achieve more, succeed, and progress more quickly than if you only had one big list of all your obligations, and help you stay focused on what your most important work is.