

# Workplace Learning & Development

## Developing our Organizational Skills Certificate Series

### PRIORITIZING AND PLANNING

Things have changed, life is full: Take Stock. In Order to move/spend more time in Quadrant 2 activities:

- What is it in your work, (or personal life) that you know you must continue doing? What value, importance and commitment do you have to it?
- What are those things you are planning to do or know you need to start doing that are critical to meeting your work-related, personal and professional/career long-range goals?
- What is it you are doing now that you would like to stop doing, need to stop doing or could be done differently to save time and energy?

<b>Keep Doing</b>	<b>Start Doing</b>	<b>Stop Doing</b>	<b>Do Differently</b>

**Once you have answered the “What” questions begin to prioritize and plan HOW you will accomplish your goals**

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