



ORGANISATION *Journal*

IT TAKES AS MUCH ENERGY TO WISH AS IT DOES TO PLAN.
-ELEANOR ROOSEVELT

Feminine & Fierce



INTRODUCTION

Life can be full with all the things we have going on, and feeling busy (and overwhelmed) feels kinda normal, and even appropriate, right?

If there are so many things that we have to jam into our day, and there are only 24 hours to fit it all in, '*busy*' is just part of the story.

But what if it doesn't have to be that way?

What I want to offer you through this Organisation Journal, is something different to that story.

I want to give you the opportunity to reevaluate your priorities, so that the way you structure your months, your weeks, and each day, means that *busy* is a word you choose to never use again.

Big Rocks Theory

If I gave you a big glass jar and filled it with large rocks, it would appear full, right? Now add in some pebbles. Is it full? Well, yes - it appears more full.

Now add some sand. Is it full? Most definitely - probably as full as it can get.

But if I were to put the sand in first, then the pebbles, there wouldn't be enough room for the large rocks.



The analogy to this Big Rocks Theory is relating to our priorities in life.

- **Big Rocks** - our most important priorities
- **Pebbles** - important priorities, but not as important as the big rocks
- **Sand** - the stuff we fill our lives with that can make us feel busy while not necessarily achieving a whole lot or being productive

What are the big rocks in *your* life? Faith? Family? Health? Career? These are just a few suggestions, and your big rocks will be unique to you.

ORGANISATION JOURNAL STEPS:

STEP 1:

The first thing to identify are 3 - 5 big rocks. Write down the 3 - 5 most important things in your life.

STEP 2:

The next thing to do is to brainstorm all the actions or activities that you do that support these big rocks.

For example, if health is one of your big rocks, then gym, grocery shopping, meditation, walking, meal planning, meal prep, massage would all be activities associated with that big rock of health.

Write down anything and everything you do associated with that big rock.

STEP 3:

Complete the Eisenhower Matrix with your brainstormed activities.



EISENHOWER MATRIX

	URGENT	NOT URGENT
IMPORTANT	<div><div>Q1</div><div><div>URGENT & IMPORTANT</div><div>"Do it immediately"</div></div></div> <p>These are the tasks and to-dos that need immediate attention.</p> <p>They are very important deadlines with the highest level of urgency.</p>	<div><div>Q2</div><div><div>NOT URGENT BUT IMPORTANT</div><div>"Decide when you'll do it"</div></div></div> <p>This is considered the <i>strategic</i> quadrant, perfect for helping plan for your long-term goals.</p> <p>Items that belong here are important, but they do not require your immediate attention.</p>
NOT IMPORTANT	<div><div>Q3</div><div><div>URGENT BUT NOT IMPORTANT</div><div>"Delegate to somebody else"</div></div></div> <p>Phone calls, emails, last-minute unplanned things belong here. The goal with this quadrant is to make an attempt at reducing the things that don't help your big picture or your productivity.</p> <p>Delegation of these tasks could be considered to help free you up to focus on things that matter in other quadrants.</p>	<div><div>Q4</div><div><div>NOT URGENT & NOT IMPORTANT</div><div>"Do it later"</div></div></div> <p>These are the time-suckers that don't contribute much value. This is the stuff of procrastination—the time-wasters that prevent us from accomplishing the more important tasks (big rocks) in the first two quadrants. Work hard at ridding them from your schedule.</p>



EXAMPLE

Big Rock: Health

Activities / Actions: gym, grocery shopping, meditation, walking, meal planning, meal prep, massage, self care appointments, watching insta fitness pages

E.Matrix:

Q1 (do it immediately): meal planning

Q2 (decide when you'll do it): gym, meditation, walking, meal prep

Q3 (delegate to someone else): grocery shopping (could be delegated to spouse, or done online)

Q4 (do it later): watching insta fitness pages, massage

How you complete your E. Matrix is subjective and may change. For example, I have placed 'massage' in Q4. However, if I wake up with a kinked neck, I may need to move massage up the quadrants as it has become more pressing to get a massage.

Instead of focusing on solely the 'urgent and important' quadrant of the E. Matrix, ask yourself these questions to help set the future for long-term decision-making:

1. *When will you deal with the tasks that are important, but not urgent? (schedule these in your calendar)*
2. *When will you take the time to deal with the important tasks before they suddenly become urgent? (schedules these in your calendar)*

STEP 4:

Once you have brainstormed all your Big Rocks and completed each item's E.Matrix, repeat for your pebbles and finally your sand.

STEP 5:

Now it is time to fill out your monthly calendar. Start with your Q1 items first from your Big Rocks.

Follow this with Q2 items, Q3, then Q4. Then move on to your pebbles and repeat the process.

Finally complete the exercise with items from your sand.

INTENTION PLANNER

Fill this out at least weekly

DATE

MO TU WE TH FR SA SU

TOP 5 PRIORITIES (BIG ROCKS)

1 :

2 :

3 :

4 :

5 :

OTHER PRIORITIES (PEBBLES)

THE EXTRAS (SAND)

MY STRENGTHS ARE

WHAT I WILL IMPROVE ON

I AM GRATEFUL FOR

WHAT I WILL DO TO FILL MY CUP



BIG ROCKS

Activities / Actions Brainstorm

1. _____
2. _____
3. _____
4. _____
5. _____

PEBBLES

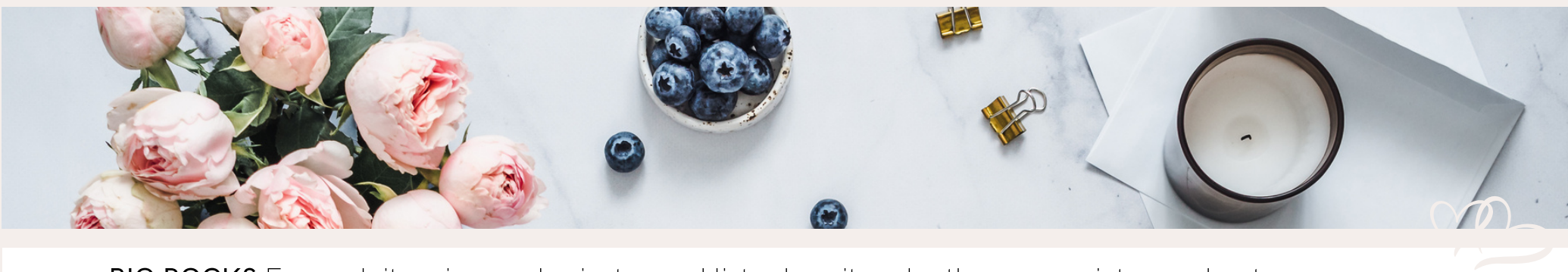
Activities / Actions Brainstorm

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

SAND

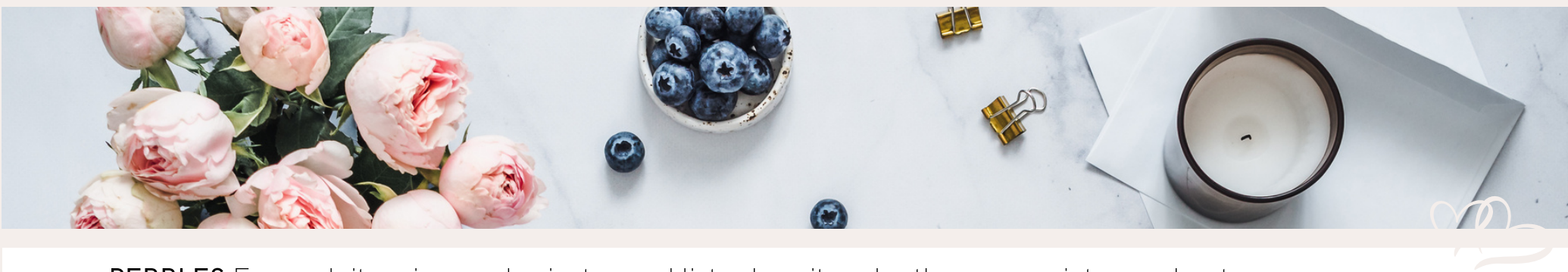
Activities / Actions Brainstorm

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____



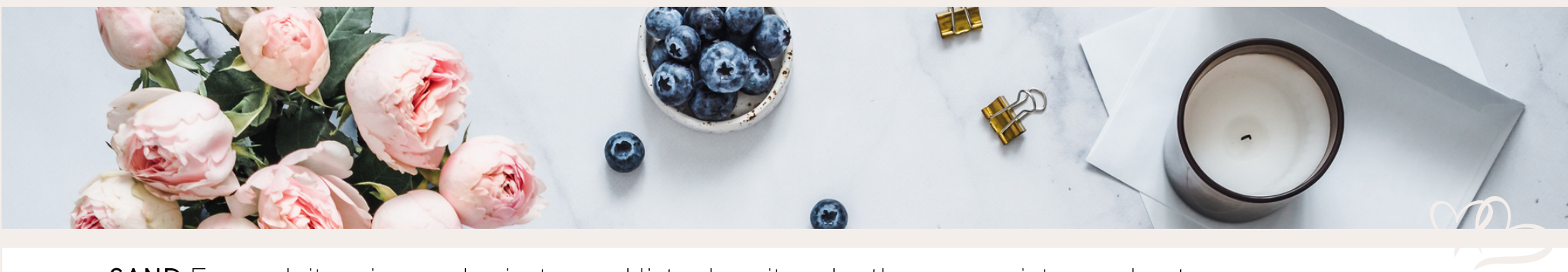
BIG ROCKS For each item in your brainstormed list, place it under the appropriate quadrant.

	URGENT		NOT URGENT	
IMPORTANT	Q1	URGENT & IMPORTANT (do it immediately)	Q2	NOT URGENT & IMPORTANT (decide when you'll do it)
NOT IMPORTANT	Q3	URGENT & NOT IMPORTANT (delegate to someone else)	Q4	NOT URGENT & NOT IMPORTANT (do it later)



PEBBLES For each item in your brainstormed list, place it under the appropriate quadrant.

	URGENT		NOT URGENT	
IMPORTANT	Q1	URGENT & IMPORTANT (do it immediately)	Q2	NOT URGENT & IMPORTANT (decide when you'll do it)
NOT IMPORTANT	Q3	URGENT & NOT IMPORTANT (delegate to someone else)	Q4	NOT URGENT & NOT IMPORTANT (do it later)






































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IMPORTANT	Q1	URGENT & IMPORTANT (do it immediately)	Q2	NOT URGENT & IMPORTANT (decide when you'll do it)
NOT IMPORTANT	Q3	URGENT & NOT IMPORTANT (delegate to someone else)	Q4	NOT URGENT & NOT IMPORTANT (do it later)

You may find that not many fall under Q1 or Q2.

MONTHLY PLANNER

MONTH: _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						
						
						
						
						

WEEKLY PLANNER

WEEK OF _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

GOALS

PRIORITIES

NOTES

DAILY PLANNER

DATE

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 AM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

MOVE TO BE STRONG

BREAKFAST

LUNCH

DINNER

SNACKS

Feminine & Fierce

Dec



 Feminine & Fierce