

## MANAGE

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- let go of past
- maximise your resources
- clear your mind and define goals
- practise patience and discipline
- find mentors

Important and urgent

## FOCUS

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- Grow and expand
- Treasure and preserve things you love
- Financial freedom & Independence
- Loyal & interesting relationships

Important not urgent

## AVOID

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- Procrastination
- Living in planning state of mind

Urgent not important

## LIMIT

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- Negative and useless friendships
- TV, electronic gadgets

Not important nor urgent

