

URGENCY

High

Low

URGENT AND IMPORTANT	
RIGHT NOW - EMERGENCY	

IMPORTANT NOT URGENT	
FOCUS AND WORK HERE (PLAN)	

I
M
P
O
R
T
A
N
C
E

<i>Overflow & Notes:</i>		

URGENT NOT IMPORTANT	
DELEGATE THIS	<i>To</i>

NOT IMPORTANT - NOT URGENT	
FILE OR EJECT (list file location below)	