



**REVIEW EACH TASK AND GIVE IT A RATING:**

1. Urgent AND important
2. Important NOT urgent
3. Urgent NOT important
4. NOT urgent OR important



### DEFINITIONS

**IMPORTANT:**

Will affect people/budget/deadline if not completed

Can't complete the next task until this is done

Is of extreme value

Very low effort, very high result

**URGENT:**

Overdue

Due within 24 hours

Demands immediate attention

Immediate consequences if not completed