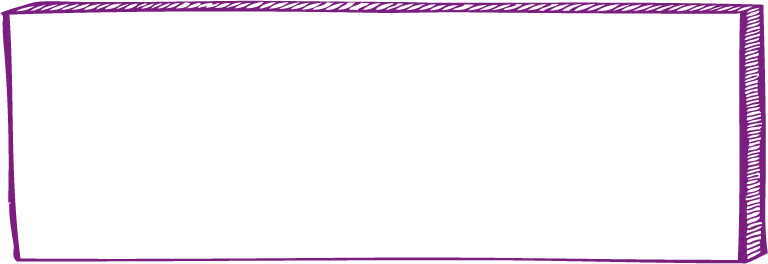
|  |  |
| --- | --- |
| Address these immediately. | Make sure you have time for these! |
| Try to avoid these when you have urgent/important tasks by cutting them as short as possible or getting others to help you. | These should be your last priority. |

**NOT URGENT**

**NOT IMPORTANT**

**IMPORTANT**



**Urgent/Important Matrix**

**URGENT**