## **Urgent**

## Not urgent

| DO IT  | SCHEDULE IT   |
|--|---|
| ✓ Things with clear deadlines and consequences for not taking action   | ✓ Activities without a deadline that bring you closer to your goals |
| ✓  | ✓   |
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| DELEGATE IT  | DELETE IT   |
| ✓ Things that need to be done but don't require your particular skills | ✓ Tasks that are low value and distract your focus                  |
| ✓  | ✓   |
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**Important** 

Not important