

URGENT

NOT URGENT

Do first project deadlines, and urgent problems do them now

Schedule / Do Later long-term projects planning, exercise, relationship building
schedule them on your calendar

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① Urgent and important	<input type="checkbox"/>
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② Less urgent, but important	<input type="checkbox"/>
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Delegate meetings, activities, phone calls and other interruptions
delegate or minimize these as much as you can

Don't do / Eliminate time wasters, trivial tasks, and mindlessly scrolling
Facebook -> eliminate these activities during work hours

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③ Urgent, but less important	<input type="checkbox"/>
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④ Neither urgent nor important	<input type="checkbox"/>
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Important: these are tasks and responsibilities that contribute to the accomplishment of your goals, values, and long-term mission, both professional and personal.

Urgent: these are tasks that demand your immediate attention. These activities usually have a deadline or are tied to the accomplishment of someone else's goals. They are the ones we concentrate on and failure to address them will result in immediate consequences.