**FW19\_1069 | TIME MANAGEMENT ASSIGNMENT (Urgent & Important)**

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| Urgent and Important | Important but not Urgent |
| * As per to do list completing task mentioned on time. * Completing assignments on time. * Having food on time. * Getting done with all household activities which are required to be done. | * Daily communication practice for 20 min. * Complete some assignments. * Meeting a friend. * Getting done with Exercise. |
| Urgent but not Important | **Not Urgent and Not Important** |
| * Make food for dinner. * Going outside to refresh mood. * Take an afternoon 10 min sleep. | * Watch movie. * Exploring social media. * Spend time much more time in household activities. * Stay awake for more than enough time at night. |

Que. one quadrant I should focus on the most and why?

Ans. Here I want to focus on to the second quadrant (Important but not urgent) because I am not giving proper time to these activities in order to complete. In my whole to do list timings for the tasks which must be done are set but in order to not keep any pending work I miss this activities.