Bas du formulaire

THE URGENT MATIX

**Urgent**

**Not Urgent**

**Important**

Do these tasks as soon as possible.

Examples:

• Submit job application by 5 p.m.

• Pick up sick child from school

• Call plumber to fix leaking toilet

Defer these tasks until all urgent and important tasks have been completed.

Examples:

• Schedule dentist appointment

• Reply to coworker’s email regarding future event

• Plan family reunion

**Not Important**

Delegate these tasks to the appropriate people who can manage them.

Examples:

• Help son with homework

• Pull weeds from flower beds

• Make dinner for family

Delete these tasks – they are often time wasters.

Examples:

• Respond to social media comments

• Online shopping

• Finish watching TV show

My goal for this year is to be a better developper.

My subs goals are :

- finishing my training with good marks.

- learning more languages and master my knowledge.

- finding my first job and doing great.