

URGENT AND IMPORTANT

I complete my assignment, DSA contest, Evaluation, classes on time everyday because these are urgent and important.

IMPORTANT, BUT NOT URGENT

I prepare well on Sunday for Evaluation because there is evaluation on Monday. I make list on todist app of my daily work.

UNGENT, BUT NOT IMPORTANT

I skip to make video of communication from Zoom. I skip to use UrbanYogi for relax. I skip doING exercise and meditation.

NOT URGENT AND NOT IMPORTANT

To watch Webseries, IPL, Movies and so on, To play Games, to go outside for chill except sunday.

I SHOULD FOCUS

I should not do that type of work which is not urgent and not important. Sometimes, I watch movies and for chil. I think I should skip that completely.