

QUADRANT 1

IMPORTANT **AND**
URGENT

do it,
then
identify how
to stop it
happening
again

QUADRANT 2

IMPORTANT **BUT NOT**
URGENT

work on
the stuff
that will
create the
difference you
want

do it
if you can't
ditch it,
then identify
how to stop it
happening
again

URGENT **BUT NOT**
IMPORTANT

QUADRANT 3

DITCH IT!

NOT IMPORTANT AND
NOT URGENT

QUADRANT 4