Urgent and important

When everything feels like a priority, sort it into four boxes.

Name _____ Date _____

Urgent tasks demand attention. Important ones can be put off until they become a crisis. Write each task on your mind into one of the boxes.

	Urgent	Not urgent
Important	**Do it now** Deadlines, real emergencies	**Plan it** Health, relationships, planning, rest. Put it in the diary.
Not important	**Limit it** Interruptions, other people's priorities. Can I shorten, delay or hand it on?	**Drop it** Time fillers and things nobody will miss

Which box do I spend most of my time in?

One "plan it" item I will protect time for this week, and when

The idea of sorting by urgency and importance is often credited to Dwight D. Eisenhower.

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