IMPORTANT VS URGENT

MATRIX

THE ACTION PRIORITY MATRIX IS A GREAT WAY TO VISUALISE WHAT TASKS TAKE PRIORITY OVER OTHERS, AND HOW TO BEST ALLOCATE YOUR TIME TOWARDS THEM.

	URGENT	NOT URGENT
IMPORTANT	**DO:** TASKS YOU CAN'T DELEGATE OR POSTPONE	**SCHEDULE:** WORK THAT CONTRIBUTES TO YOUR LONG TERM SUCCESS
NOT IMPORTANT	**DELEGATE:** NEEDS TO GET DONE, BUT NOT NECCESSARILY BY YOU	**ELEMINATE:** NOT IMPORTANT, NOT URGENT? SKIP IT