



**URGENT and IMPORTANT**

**URGENT and Non IMPORTANT**

**Non URGENT and IMPORTANT**

**Non URGENT and Non IMPORTANT**

Instructions: Write out your to-do list putting each item into one of the quadrants. *Under Urgent and Important* - indicate those things that need to be done immediately that are most meaningful. These are things to bring you the highest return on time and energy investment. Next focus on the things that are *Non Urgent and Important*. *Urgent and Non Important* and *Non Urgent and Non Important* - These you might want to consider whether they are meant to be on your to-do list at this time.