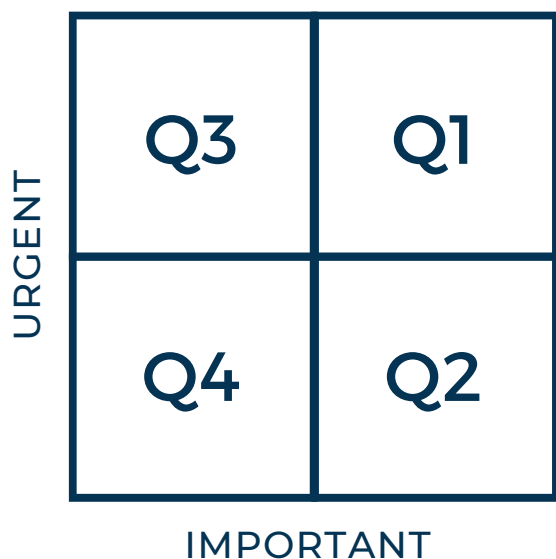


Urgent and Important

List all of your activities, projects, milestones and to do lists on a sheet of paper.

Perhaps you can do this retrospectively and assess how you spent your time today. I mean everything. Now assess each item against the criteria of it's importance and urgency.



Q1 Urgent and important. Add these items to your calendar now and make them a priority.

Q2 Important but not urgent. These are the tasks that will add value and need to be prioritised. Put them in your diary over coming days, weeks and months and stick to your commitment to them.

Q3 Not important but urgent. Low value activities that stop you from achieving your goals. Delegate these tasks (without adding to someone elses never ending to-do list) or reschedule them to a time when you can give it adequate thought or care?

Q4 Not Important and not urgent. Distractions. Avoid where possible. Ask questions about how urgent and important it is right now? Assert your boundaries and start saying NO.