

## PRIORITIZING TASKS

		High Importance	Low Importance	
<p><b>Task is of high importance, with high urgency factor.</b></p> <p>Must be done today &amp; to high standard.</p> <p>Action ASAP</p>	<b>High Urgency</b>			<p><b>Task is of low importance, with high urgency factor.</b></p> <p>These tasks need to be completed on time.</p> <p>ONLY spend sufficient time on them as not important. Don't be diverted</p>
<p><b>Task is of high importance, but has low urgency factor.</b></p> <p>By nature long-term so need to:</p> <ul style="list-style-type: none"> <li>• Set target if none exists.</li> <li>• Break-up into chunks of work</li> </ul>	<b>Low Urgency</b>			<p><b>Task is both low in importance &amp; urgency.</b></p> <p>Discard as many of these tasks as possible because they cause great harm to your productivity.</p> <p>Delegate if they develop another's KSA's.</p>