

Practical Framework - 08

My Priority List

	URGENT	NOT URGENT
I M P O R T A N T	Quadrant - 1 Urgent & Important DO 1) _____ 2) _____ 3) _____ 4) _____ 5) _____	Quadrant - 2 Not Urgent but Important PLAN 1) _____ 2) _____ 3) _____ 4) _____ 5) _____
	Quadrant - 3 Urgent but Not Important Delegate 1) _____ 2) _____ 3) _____ 4) _____ 5) _____	Quadrant - 4 Not Urgent & Not Important Eliminate 1) _____ 2) _____ 3) _____ 4) _____ 5) _____