

Setting your priorities

Allocate your tasks across these four columns. Although "Urgent-Important" will take the highest short term priority, your objective should be to focus on "Important-not Urgent". This will include developing systems that ensure that much less ever becomes urgent. Unless you allocate some time to these, you are likely always to be dominated by "Urgent". As for "Not important", you can draw your own conclusions.

Important & Urgent	Important & Not Urgent	Urgent & Not Important	Not Important & Not Urgent