

PRIORITY MATRIX

INSTRUCTIONS

LIST ALL THE TASKS YOU NEED TO GET DONE IN THE PRIORITY MATRIX BELOW. START WITH THE MOST IMPORTANT AND MOST URGENT. THE PRIORITY MATRIX WILL HELP YOU DETERMINE WHAT NEEDS TO GET DONE NOW AND HOW YOU CAN BETTER BALANCE ALL THE TASKS THAT YOU NEED TO DO.

	DO NOW	DO LATER
IMPORTANT	GET IT DONE (IMPORTANT & URGENT)	SCHEDULE IT (IMPORTANT - NOT URGENT)
NOT IMPORTANT	DELEGATE IT (WHO ELSE CAN DO IT)	ELIMINATE IT (NOT IMPORTANT, NOT URGENT - DELETE)

OWN YOUR DREAMS

A stylized logo for 'Cydella' in a light blue, cursive script font, positioned behind the text 'OWN YOUR DREAMS'.