

	Urgent	Not Urgent
Important	<b><u>Do Now</u></b>	<b><u>Schedule/Plan</u></b>
Not Important	<b><u>Delegate/Avoid</u></b>	<b><u>Remove/Eliminate</u></b>

Urgent

Not Urgent

**Do Now**

**Schedule/Plan**

Important

**Delegate/Avoid**

**Remove/Eliminate**

Not Important