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| **Important and Urgent**  You can decide what urgent means here, but It needs to be achievable (i.e. don’t plan to work for 2 days on something that will take you a week to complete).   1. *Assignment* 2. *Work Deadline* 3. *Job Application* | **Not Important but Urgent**  These are thing that are time bound – i.e. a movie premiere or a concert, but that have little impact if you don’t attend.   1. *Free Concert* 2. *Movie Premiere* 3. *Dinner out tonight (not special occasion)* |
| **Important but Not Urgent**  Things that are important, but you have more time to complete them. (i.e. longer than you decide is urgent).   1. *Future Assignment* 2. *Proposal/ Project* | **Not Important and Not Urgent**  Things that will have low impact if you don’t complete, and that can be attended to at a later time.   1. *Day at the beach* 2. *Buy new sneakers* |

Importance

(+) (-)

Urgency (-) (+)