**NOT IMPORTANT BUT URGENT**

These are things 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 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*

**URGENT!!!**

**NOT SO IMPORTANT…**

**IMPORTANT!!!**

**NOT SO URGENT…**

**NOT IMPORTANT AND NOT URGENT**

Things that will have low impact if you don’t complete, or that can be attended to at a later time.

1. *Day at the beach*
2. *Buy new sneakers*

**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*