

Urgent Important Matrix

	Urgent	Not urgent
Important	Tasks to do immediately:	Tasks to schedule for later:
	1.	1.
	2.	2.
	3.	3.
Not important	Tasks to delegate:	Tasks to consider dropping:
	1.	1.
	3.	3.
	2.	2.

Notes
Actions to be taken
1.
2.
3.
4.
5.