Urgent Important Matrix: A Practical Task Prioritization

	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.
	2.	2.
	3.	3.

Notes:

1.

2.

3.

Actions to be taken:

1.

2.

3.