Decision Matrix – Urgent/ Important
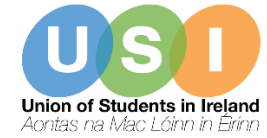
	Urgent	Not Urgent
important	Do Do it now	Decide Schedule a time to do it
Not Important	Delegate Who can do it for you?	Delete Eliminate it
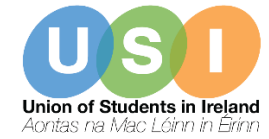
Use this table to break down competing tasks that are both important and urgent (tope left square on previous page) to prioritise what you should focus on first.

	Big Priority	Little Task
Big Task		
Little Task		