

Step 1. Write everything down

Step 2. Mark I for Important, U for Urgent and remember some are both

Step 3. Mark 1, 2, 3 or 4 for all your tasks

#	I/U	Action Item

Q1 = Today

Q2 = Today

Q3 = Flexible

Q4 = Flexible

1 = IU

2 = U

3 = I

4 = NI/NU

		IMPORTANT	NOT IMPORTANT
U R G E N T	U R G E N T	QUADRANT 1 Important and Urgent	QUADRANT 2 Urgent
	N O T U R G E N T	QUADRANT 3 Important	QUADRANT 4 Not Important and Not Urgent