

HRGENIT





Write down all the things that you have to do at the moment. Put them into these boxes. Now prioritise what you are going to do by starting with the urgent and important tasks first.

NOT LIRGENT

_	OITGLITI	1401 OIGELYI
IMPORTANT	URGENT & IMPORTANT	NOT URGENT BUT IMPORTANT
NOT IMPORTANT	URGENT BUT NOT IMPORTANT	NOT URGENT & NOT IMPORTANT