

URGENCY / IMPORTANCE GRID TEMPLATE

		High Importance	Low Importance	
<p>Task is of high importance, with high urgency factor.</p> <p>Must be done today & to high standard.</p> <p>Action ASAP</p>	<p>High Urgency</p>	-	-	<p>Task is of low importance, with high urgency factor.</p> <p>These tasks need to be completed on time.</p> <p>ONLY spend sufficient time on them as not important. Don't be diverted</p>
		-	-	
<p>Task is of high importance, but has low urgency factor.</p> <p>By nature long-term so need to:</p> <ul style="list-style-type: none"> • Set target if none exists. • Break-up into chunks of work 	<p>Low Urgency</p>	-	-	<p>Task is both low in importance & urgency.</p> <p>Discard as many of these tasks as possible because they cause great harm to your productivity.</p> <p>Delegate if they develop another's KSA's.</p>
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