

Priority Matrix

Urgent

Not so urgent

Important

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| <p>A. High priority. Tasks that need to be done right away should go here.</p> | <p>B. These tasks require planning, thinking and collaboration.</p> |
| <p>C. Not incredibly important to your success, but these tasks are time consuming and render a lot of interruptions without valuable results.</p> | <p>D. The least important tasks like returning phone calls, emailing, filing etc. Not of immediate attention, but can quickly turn into "A" quadrant problems if not attended to.</p> |

Not so important