

# My Priorities – where do they fit?

## Important and Urgent

*I need to get them completed asap*

## Important but NOT Urgent

*I need to get them completed soon BEFORE they become urgent*

## Urgent but NOT important

*I need to get this done asap even if it is not important, but it will help me keep organized.*

## NOT Urgent and NOT important

*I will get these completed when I get some free time.*