Use this template to prioritize project tasks and determine which activities to tackle and which ones to delegate or delete to make the most efficient use of your time.

HIGH	SIGNIFICANT	URGENT
	SCHEDULE	DO
	These are critical tasks with minimal urgency.	These are vital tasks with substantial urgency.
IMPORTANCE	INSIGNIFICANT	NOT URGENT
	DELETE	DELEGATE
	These are trivial tasks with minor urgency.	These are pressing tasks with negligible impact.
LOW		
LOW	URGENCY	HIGH

## **DISCLAIMER**

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