

Urgent/Important Matrix

To-Do List for the Week of: _____

Urgent and Important – <i>work with urgent deadlines</i>	Not Urgent, but Important – <i>preparing and planning for the future</i>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Urgent and Not Important – <i>life's interruptions</i>	Not Urgent and Not Important – <i>hobbies and stress relieving activities</i>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Task Completion Priority

1. Urgent and Important
2. Urgent and Not Important
3. Important and Not Urgent
4. Not Urgent and Note Important

Weekly Reflection – <i>How did it go? What worked? What didn't work?</i>