### Time Management – Johari Window

#### Urgency

- **High**
  - **Important & Urgent**
    - (Deadlines/Must be accomplished)
    - Task: Do it now
  - **Urgent but Not Important**
    - (Items that feel like they must be done now but aren’t a priority)
    - Task: Allocate minimal time after priority items are done

- **Low**
  - **Important but Not Urgent**
    - (Items to accomplish later but not necessarily now)
    - Task: Plan when to do it
  - **Not Urgent or Important**
    - (Items that are distractions with no real importance)
    - Task: Dump it

#### Importance

- **High**
  - **Important & Urgent**
  - **Urgent but Not Important**
- **Low**
  - **Important but Not Urgent**
  - **Not Urgent or Important**