Time Management – Johari Window

Urgency

Importance	High	Low
High	**Important & Urgent** (Deadlines/Must be acomplished) Task: Do it now	**Important but Not Urgent** (Items to accomplish later but not necessarily now) Task: Plan when to do it
Low	**Urgent but Not Important** (Items that feel like they must be done now but aren't a priority) Task: Allocate minimal time after priotity items are done	**Not Urgent or Important** (Items that are distractions with no real importance) Task: Dump it