High

Low



Urgency

High Low

Important & Urgent

(Deadlines/Must be acomplished)

Click or tap here to enter text.

Task: Do it now

Important but Not Urgent

(Items to accomplish later but not necessarily now)

Click or tap here to enter text.

Task: Plan when to do it

Urgent but Not Important

(Items that feel like they must be done now but aren't a priority)

Click or tap here to enter text.

Task: Allocate minimal time after priotity items are done

Not Urgent or Important

(Items that are distractions with no real importance)

Click or tap here to enter text.

Task: Dump it

