

# Priority Matrix

DATE:

<b>IMPORTANT, NOT URGENT</b> Decide when will do  -----  -----  -----  -----	<b>IMPORTANT &amp; URGENT</b> Do immediately  -----  -----  -----  -----
<b>NOT IMPORTANT &amp; NOT URGENT</b> Do latter  -----  -----  -----  -----	<b>NOT IMPORTANT &amp; URGENT</b> Delegate  -----  -----  -----  -----

NOTE:

-----

-----

-----

-----