|  |  |  |  |
| --- | --- | --- | --- |
|  | **Urgent** | **Not Urgent** |  |
| **Important** | First | Second/Third | **Important** |
| **Not Important** | Third/Second | Fun | **Not Important** |
|  | **Urgent** | **Not Urgent** |  |

# Day/Week/Person………………………………

To help with putting lists into priority, this form helps decide if the task is important and/or urgent. Urgent simply is how many days before task deadline. Important is something that gets you closer to yours and the company’s goals/plan. Be careful to not dismiss something that is important to someone else, and use this list to work with managers of deciding priority.