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|  **Important and Urgent**You can decide what urgent means here, but It needs to be achievable (i.e. don’t plan to work for 2 days on something that will take you a week to complete).1. *Assignment*
2. *Work Deadline*
3. *Job Application*
 |  **Not Important but Urgent**These are thing that are time bound – i.e. a movie premiere or a concert, but that have little impact if you don’t attend.1. *Free Concert*
2. *Movie Premiere*
3. *Dinner out tonight (not special occasion)*
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| **Important but Not Urgent**Things that are important, but you have more time to complete them. (i.e. longer than you decide is urgent). 1. *Future Assignment*
2. *Proposal/ Project*
 | **Not Important and Not Urgent**Things that will have low impact if you don’t complete, and that can be attended to at a later time. 1. *Day at the beach*
2. *Buy new sneakers*
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Importance

(+) (-)

Urgency (-) (+)