Prioritizing Tasks According to Importance

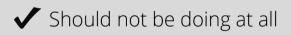|	URGENT	NOT URGENT
IMPORTANT	✔ Need to be done now ✔ Important for your success on the job **Examples:** • Emergencies • Projects with deadlines • Issues that need immediate attention	✔ Don't have to be taken care of right away ✔ If left incomplete, could become urgent **Examples:** • Professional Development • Networking • Planning
NOT IMPORTANT	✔ Need to be addressed immediately or soon ✔ Monitoring progress **Examples:** • Emails • Meetings • Interruptions	✔ Should not be doing at all ✔ Distractions **Examples:** • Certain phone calls, emails, meetings • Social engagements

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