

# Today's Tasks

Urgent

Not Urgent

Important		
Not Important		

Urgent & Important - Do Now

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Important, Not Urgent - Schedule

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- \_\_\_\_\_
- \_\_\_\_\_

Urgent, Not Important - Delegate

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- \_\_\_\_\_
- \_\_\_\_\_

Not Important, Not Urgent - Delete

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- \_\_\_\_\_
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- \_\_\_\_\_