

Learn to Say No – Urgent / Important

Use your time effectively, not just efficiently. Review the tasks that take up the majority of your time in a typical week and put them into the respective quadrants below. Then for each task, take one of the following actions: Make time to do them, Delegate them, Stop doing them.

	URGENT	NOT URGENT
IMPORTANT	I – Crisis/Pressing problems	II – Make time
NOT IMPORTANT	III – Delegate	IV - Stop

