

IMPORTANT - URGENT

FORWARD FOCUSED : EP17 RESOURCES

IMPORTANT

If you don't accomplish this item you'll be behind on critical projects / movement in the organization.

URGENT

Time sensitive but NOT critical to the organization or your job performance.

URGENT

NOT URGENT

IMPORTANT

QUADRANT 1

High Importance & High Urgency

QUADRANT 2

High Importance & Low Urgency

NOT IMPORTANT

QUADRANT 3

Low Importance & High Urgency

QUADRANT 4

Low Importance & Low Urgency



FORWARD
FOCUSED