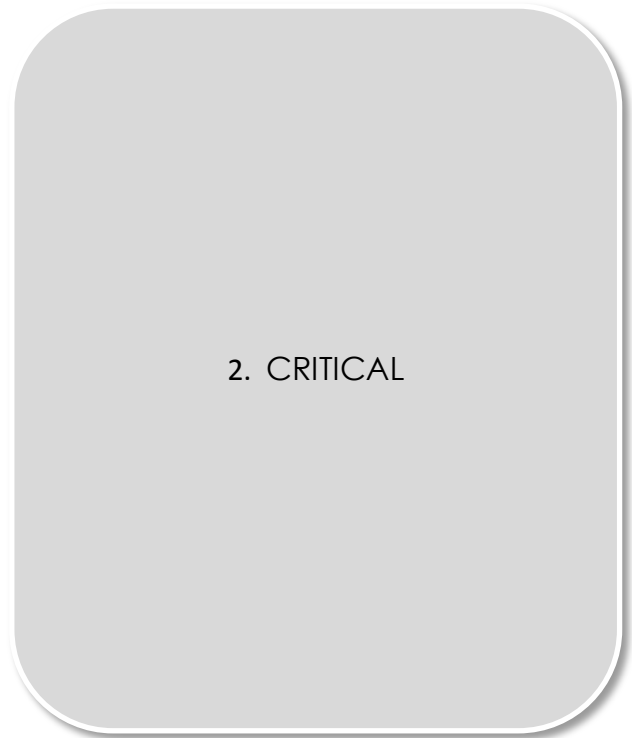


Urgent



1) Subject to confirming the importance and the urgency of these tasks, do these tasks now. Prioritise according to their relative urgency.

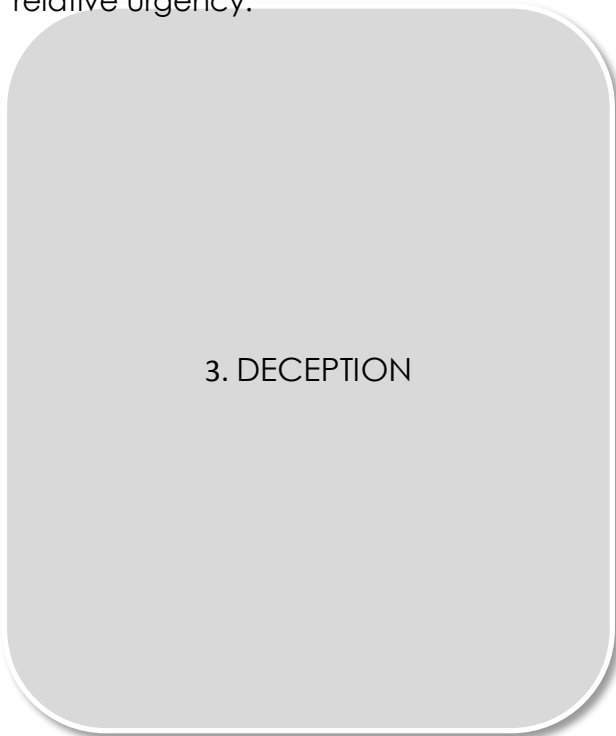
Not Urgent



2) Critical to success: planning, strategic thinking, deciding direction and aims, etc. Plan time-slots and personal space for these

Important

3. DECEPTION



3. Scrutinise and probe demands. Help originators to re-assess. Wherever possible reject and avoid these tasks sensitively and immediately.

4. ESCAPE



4. Habitual 'comforters' not true tasks. Non-productive, de-motivational. Minimise or cease altogether. Plan to avoid them.

Not Important

Urgent

Not Urgent