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| --- | --- |
| **URGENT + IMPORTANT**  ***Do it now*** | **IMPORTANT, NOT URGENT**  ***Decide when to do it*** |
| []Task 1  []Task 2  []Task 3 | []Task 1 — do on [DATE]  []Task 2 — do on [DATE]  []Task 3 — do on [DATE] |
| **URGENT, NOT IMPORTANT**  ***Delegate*** | **NOT URGENT, NOT IMPORTANT**  ***Do it later / Dump it*** |
| []Task 1 — delegate to [NAME]  []Task 2 — delegate to [NAME]  []Task 3 — delegate to [NAME] | []Idea 1  []Idea 2  []Idea 3 |