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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 |