Task Management Matrix

1 - Important + Urgent •	2 - Important + Not Urgent •
•	•
•	•
•	•
3 - Not Important + Urgent	4 - Not Important + Not Urgent
3 - Not Important + Urgent • •	4 - Not Important + Not Urgent • •
3 - Not Important + Urgent • • • • • •	4 - Not Important + Not Urgent • • • •
3 - Not Important + Urgent	4 - Not Important + Not Urgent • • • • • • •



