

# Priority Matrix

Urgent

Not so urgent

Important

<p>A. High priority. Tasks that need to be done right away should go here.</p>	<p>B. These tasks require planning, thinking and collaboration.</p>
<p>C. Not incredibly important to your success, but these tasks are time consuming and render a lot of interruptions without valuable results.</p>	<p>D. The least important tasks like returning phone calls, emailing, filing etc. Not of immediate attention, but can quickly turn into "A" quadrant problems if not attended to.</p>

Not so important