

	IMPORTANT	NOT IMPORTANT
URGENT	<p><b>1</b></p> <p><b>1</b></p>	<p><b>3</b></p> <p><b>3</b></p>
NOT URGENT	<p><b>2</b></p> <p><b>2</b></p>	<p><b>4</b></p> <p><b>4</b></p>

*(IMPORTANT = Activities that enhance results and goals.)*  
*(URGENT = Limited time to act.)*