**Quadrant 1: Urgent and Important (Do First)**

* Tasks that require immediate attention and have a significant impact on your goals or well-being.

a) Deadline for a critical work project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) A family member's medical emergency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quadrant 2: Important but Not Urgent (Schedule)**

* Tasks that are important for your long-term goals but do not require immediate attention.

a) Weekly exercise routine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Planning and goal setting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quadrant 3: Urgent but Not Important (Delegate)**

* Tasks that demand immediate action but do not contribute significantly to your long-term goals.

a) Answering non-critical emails: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) A colleague's request for assistance on a non-essential task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quadrant 4: Neither Urgent nor Important (Eliminate)**

* Tasks that neither demand immediate attention nor contribute to your long-term goals.

a) Mindless scrolling on social media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Watching TV for hours without a purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After categorizing these tasks, reflect on how this exercise has helped you identify which tasks you should prioritize and which ones you should delegate or eliminate.