

### What Will You Be Doing?

List ten things you feel you will spend significant time on in the next week:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### Applying the Four Categories

Now analyze your next week's tasks in terms of the four categories below (A-D). Be sure to use your personal evaluations of importance and urgency, not someone else's. For instance, jogging in the park may be a minor activity for some people, but if it's your primary means of exercise and recreation, then it's important for **you**.

	<b>A</b> <b>Urgent &amp;</b> <b>Important</b>	<b>B</b> <b>Important,</b> <b>not</b> <b>Urgent</b>	<b>C</b> <b>Urgent,</b> <b>not</b> <b>Important</b>	<b>D</b> <b>Not</b> <b>Important</b> <b>or Urgent</b>
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
9. _____				
10. _____				