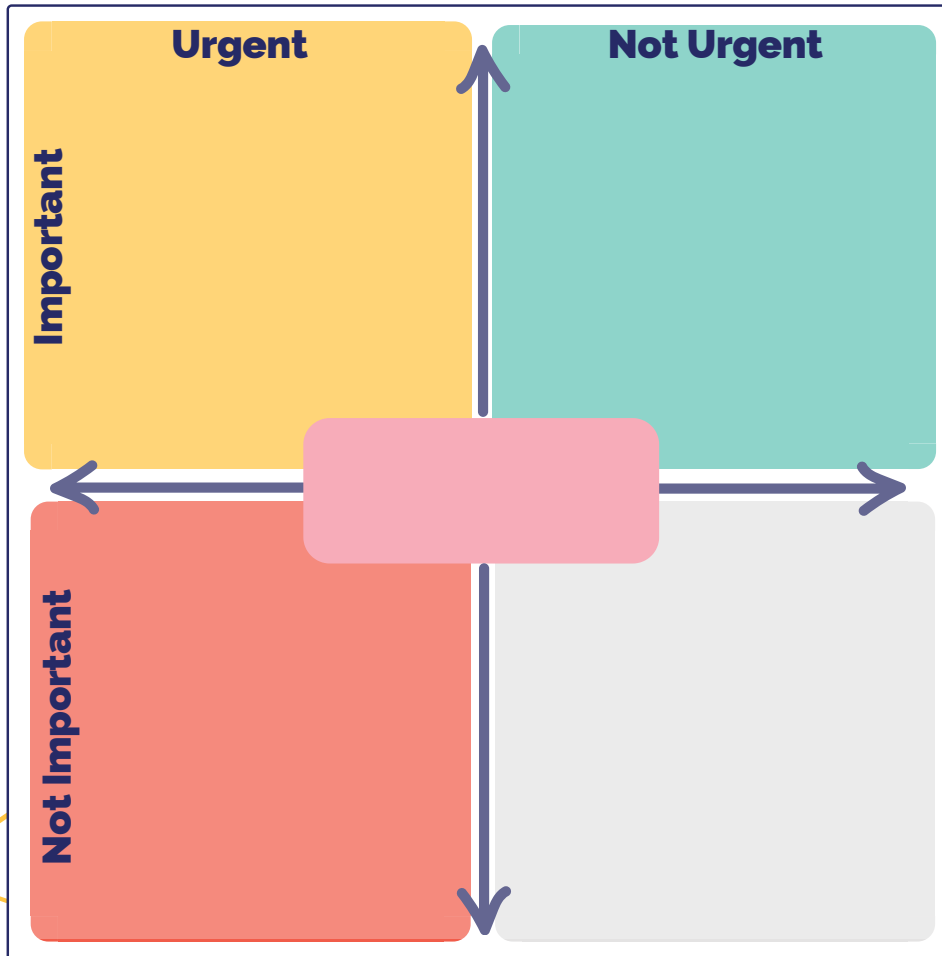


Time Management Matrix

Look at the matrix and jot your business tasks numbers into the quadrants. This process will help you prioritise your important tasks and help delegate or eliminate the tasks that aren't important.

Tasks

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____



Matrix Key

PRIORITY
DO FIRST

IMPORTANT
SCHEDULE

CAN DO
BUT DOWN THE LIST

DELEGATE
OTHERS CAN DO

DO LAST
ONLY IF HAVE TIME

Task Management Priorities



- PRIORITY**
DO FIRST
- IMPORTANT**
SCHEDULE
- CAN DO**
BUT DOWN THE LIST
- DELEGATE**
OTHERS CAN DO
- DO LAST**
ONLY IF HAVE TIME

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