

URGENT, IMPORTANT...IT CAN WAIT!

What are some things you need to get done? What's urgent, what's important, and what can wait?
Use this worksheet to help you prioritize what you need to do!



WHAT ARE SOME THINGS THAT NEED
TO GET DONE AS SOON AS POSSIBLE?

URGENT!

WHAT ARE SOME IMPORTANT THINGS THAT
NEED TO GET DONE, BUT NOT RIGHT AWAY?

IMPORTANT!

WHAT ARE SOME THINGS ON YOUR LIST
THAT AREN'T URGENT OR IMPORTANT
AND CAN WAIT A FEW DAYS?

IT CAN WAIT!