

*Relentlessly Positive Recruitment*

**MOVING FROM THE URGENT TO THE IMPORTANT**

Make a list of everything you have to do (your new to-do list) and categorise them based on their importance (to you) and urgency (to someone else):

<b>Q1</b> High Urgency High Importance	<b>Q2</b> Low Urgency High Importance
<b>Q3</b> High Urgency Low Importance	<b>Q4</b> Low Urgency Low Importance

<u>Do it</u>  • • • • • • • • • •	<u>Diarise it</u>  • • • • • • • • • •
<u>Delegate it</u>  • • • • • • • • • •	<u>Dump it</u>  • • • • • • • • • •