

My Action List



| | IMPORTANT | NOT IMPORTANT |
|-------------------|---|--|
| NOT URGENT | A Important Not Urgent. A great space to be working in. The satisfaction of doing something important, coupled with lower stress on time frame. | C Not Important Not Urgent. Sometimes working in this space is a chance for the brain to recharge. |
| URGENT | B Important Urgent. Sometimes this is unavoidable. | D Not Important Urgent. Try to avoid working in this space. It couples low satisfaction with stress on time frame. |

| Action | A | B | C | D | Target Completion |
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