

**Important**

**B tasks, which:**

- are important for the goal
- have a less tight - or no deadline
- deal with planning, developing or creating
- search for new possibilities
- motivate you

**A tasks, which:**

- are important for the overall goal
- have tight deadline
- motivate you
- require your expertise.

**C tasks, which**

- are like an “oasis” in your busy everyday life
- are pure routine
- you yourself can plan when to solve
- can be delegated to others if there are too many.

**D tasks, which**

- are unnecessary time-wasters
- are unimportant emails, spam and useless phone conversations
- are ineffective meetings

**Drop = Try to reduce the number of these tasks to an absolute minimum.**

**Less important**

**Not urgent**

**Urgent**