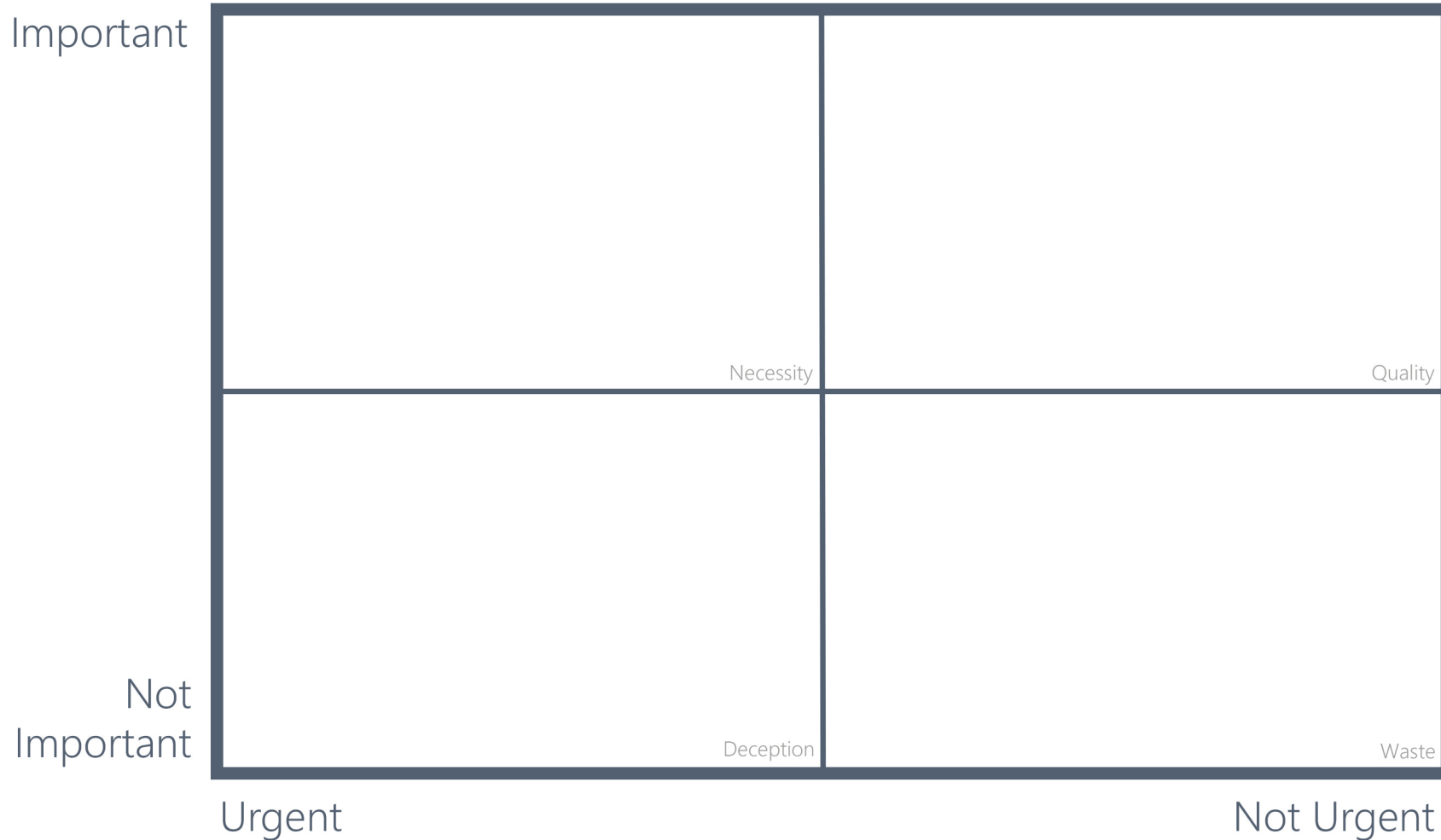


# Urgent and Important



TIP

Aim to allocate at least half of your time on Important but Not Urgent, as these are the areas that will have the biggest value over time. You can free up time by delegating Urgent but Not Important tasks and minimising the time spent on Not Urgent and Not Important.

THINKING EFFOCUS