

[Cubicle | Therapy]

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	URGENT	LESS URGENT
IMPORTANT	<p>Q1: DO IT NOW</p> <ul style="list-style-type: none">• Crises and fires part of <u>your</u> work• Urgent requests from boss• Must complete these tasks asap• Use 4A method to offset stress	<p>Q2: SCHEDULE IT & STICK TO IT</p> <ul style="list-style-type: none">• Activities supporting <u>your</u> goals• Self-scheduled with deadlines• Easy to push off or ignore• Requires discipline and commitment
LESS IMPORTANT	<p>Q3: DELEGATE & BE VERY SELECTIVE</p> <ul style="list-style-type: none">• Urgent tasks <u>not</u> part of your goals• Easily mistaken for Q1 tasks• Creates additional busyness• Limit your support to key members	<p>Q4: KEEP IT TO A MINIMUM</p> <ul style="list-style-type: none">• Stuff you do when you're bored• Okay to do once in awhile• Don't allow it to consume significant amount of your time

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