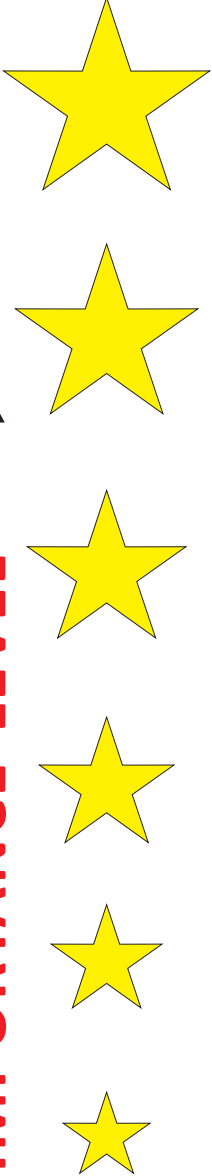


IMPORTANCE LEVEL ↑



MANAGE

FOCUS

AVOID

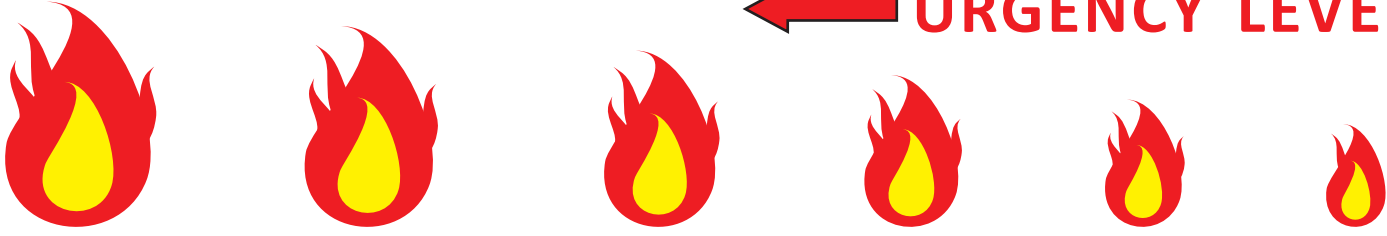
AVOID

Decrease ↓

Decrease ↓

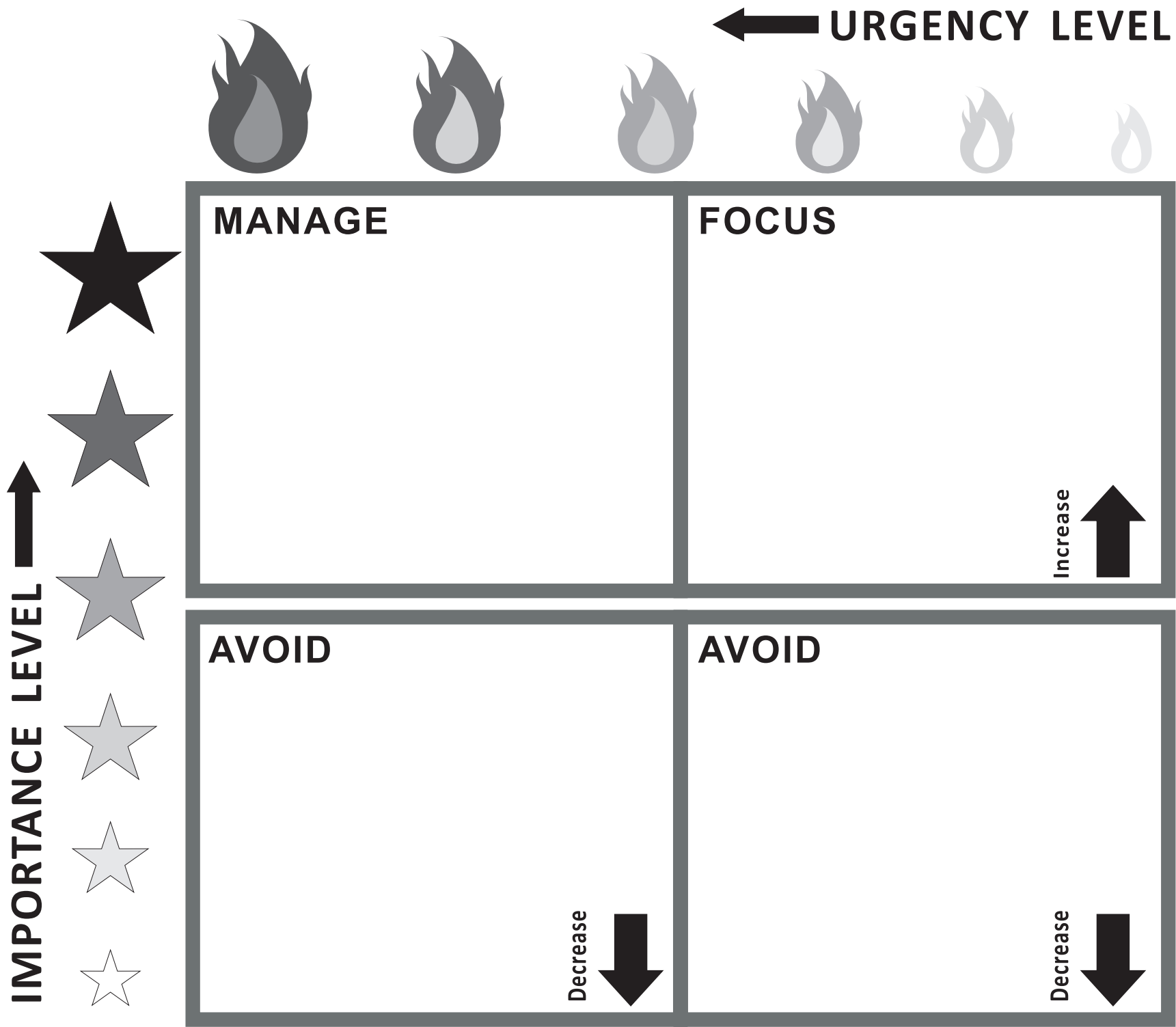
Increase ↑

← **URGENCY LEVEL**



Put First Things First

Put First Things First



Most important

Most urgent

← URGENCY LEVEL

Not so important

MANAGE

1. Exam tomorrow
2. Project due tomorrow
3. Medical emergencies
4. Pressing problem

FOCUS

1. Planning/goal setting
2. Exercising
3. Learning
4. Relationship building

For Your Reference

AVOID

1. Some calls/mails
2. Interruptions
3. Peer pressure
4. Pressing matters without impact

AVOID

1. Too much TV
2. Excessive Internet surfing
3. Mindless chatting
4. Time waster

Not so urgent

↑ IMPORTANCE LEVEL

Increase ↑

Decrease ↓

Decrease ↓

Put First Things First