

Put First Things First

	URGENT	NOT URGENT
IMPORTANT	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important
NOT IMPORTANT	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important

As you go through your day use this list to note which of your activities fall into each Quadrant.

Quadrant I: Urgent/Important

Quadrant III: Urgent/Not Important

Quadrant II: Not Urgent/Important

Quadrant IV: Not Urgent:/Not Important

1. What one thing could you do (and aren't doing now) that if you did on a regular basis would make a tremendous difference in your personal life?

2. What one thing in your business or professional life would bring similar results?
