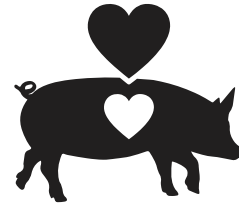


Urgently Important

Use this worksheet to organize your tasks and sales calls. The top 2 Quadrants represent your most urgent tasks and the bottom 2 Quadrants represent your "less urgent" tasks. The left 2 Quadrants are for your most important tasks and the right 2 Quadrants are for your "less important" tasks.

Learn to concentrate your time on Quadrant (1), delegate Quadrant (2), start planning for when Quadrant (3) moves up, and decide if the tasks in Quadrant (4) are necessary at all. Quadrant (4) is usually filled with tasks that use up too much of your valuable time, energy, and resources. Don't be afraid to DUMP them.

Based on the Eisenhower Matrix



**WHAT'S YOUR
BACON?[™]**
MASTER HAPPINESS

Urgent

Do

①

Delegate

②

Important

Delay

③

Dump

④

Not Important

Not Urgent