



**URGENT IMPORTANT:** These need to get done. They're either going to be things that caught you off-guard/unprepared because they are emergencies, you were disorganized, or they were "Black Swans" — things you didn't know you didn't know. The more you can plan for these through using a system or staying organized, the more likely it is you'll be able to keep items out of this box and in the non urgent/important box.

**NOT URGENT/IMPORTANT:** These are your priorities. The more organized you are and the more systems you can apply to your life, the easier it gets to manage the important stuff and keep it from slipping into crisis mode (urgent/important).

**URGENT/UNIMPORTANT:** These things may be someone else's priorities you need to get done. Too many of these may

indicate a problem with boundaries (eg. "My sister needs me to babysit her cat on zero notice, *again.*"). Pay attention to how many items you end up with in this category, and see if they can in fact be moved over to the NOT URGENT/UNIMPORTANT box and ignored.

**Note:** *Even if something is not YOUR priority, but important to maintaining an important relationship (or your job), it probably goes into the NOT URGENT IMPORTANT quadrant.*

**NOT URGENT/UNIMPORTANT:** If these items truly fall into this box, chances are, they don't need to get done and you can cross them out. If you find yourself spending lots of time in this quadrant, honestly ask yourself if you are procrastinating. Ideally, your busy enough creative life can do without these.

