PlanArty
time management solution

Time Management Course

Decision Matrix

Important + Urgent => Do it

Task description	Duration	Done
		☐
		☐
		☐
		☐
		☐
		☐
		☐

Important + Not urgent => Schedule it

Task description	Duration	Done
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		☐
		☐
		☐

Not important + Urgent => Delegate it

Task description	Duration	Done
		☐
		☐
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		☐
		☐
		☐
		☐

Not important + Not urgent => Forget it

Task description	Duration	Done
		☐
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