

# Effective Time Management

## Cheat Sheet

### Urgent & Important Tasks

Emergencies

Complaints

Crisis Issues

Problem Resolution

**DO IT  
NOW!**

### Not Urgent But Important Tasks

Planning

Preparation

Investigation

Networking

**PLAN TO  
DO IT!**

### Urgent But Not Important Tasks

Trivial Requests

Pointless Routines

Unresolved Trivia

Ad-hoc Interruptions

**REJECT  
&  
EXPLAIN**

### Not Important & Not Urgent

Chat

Doodling

Gossip

Surfing The Net

**RESIST  
&  
CEASE**