**Time Management Template**

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| **1. Urgent** and **Important**  **– do it now** | **3. Urgent** not Important  **– Decide when to do it/Delegate** |
| **2. Important** not Urgent  **– decide when to do it** | **4.** Not ImportantnotUrgent  **– Delegate/Park it** |

**Key Points**

How did last week go?

What do you have to complete this week?