

My matrix

Week/day: _____

Urgent = short deadline or someone waiting. Important = a real consequence for me.

URGENT

NO RUSH

IMPORTANT

NOW (3 max)

Start with the ugliest one, with 2 minutes on the clock.

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Went past 3? The 4th drops to 'With a date'.

WITH A DATE

Every task gets a day, a time, and a mini version.

task	day/time	mini
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LESS IMPORTANT

ASK OR SHRINK

Can someone else do it, can I do half, can I combine it?

task	who / how
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LET GO OR REST

Let go (no guilt)

Real rest (with a time)
