LANDSCAPE **LEADERSHIP** 2020

URGENCY





IMPORTANCE VS URGENCY

This matrix helps you to balance the importance of an action with the urgency with which it needs to be dealt with..

Plan Schedule time in your calendar to do these items.	Essential Do these items immediately.
these items.	
Fill-in or remove	Delegate or remove
Items to do when you have additional time or that you should simply remove off your to do list.	Items which need to be done urgently but aren't important can either be removed from your to do list or delegated.
1	