



VALUE VS RISK

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

Do	Plan
These are great choices. High value actions with low risk are priorities.	How can you manage the risk in order to move these items further to the left?
Later Low risk and low value actions can be done later when you have free time.	Don't do If it's of low value to you and high risk, remove this item.