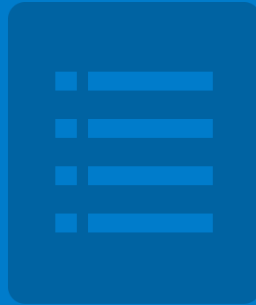


# How to Prioritize

When Everything is Urgent



- ☐ What absolutely needs to get done today?
- ☐ Which of these urgent tasks are most important?
- ☐ Can any of these other urgent tasks be delegated?
- ☐ What tasks are important, but not necessarily urgent?
- ☐ Can any tasks be removed altogether?