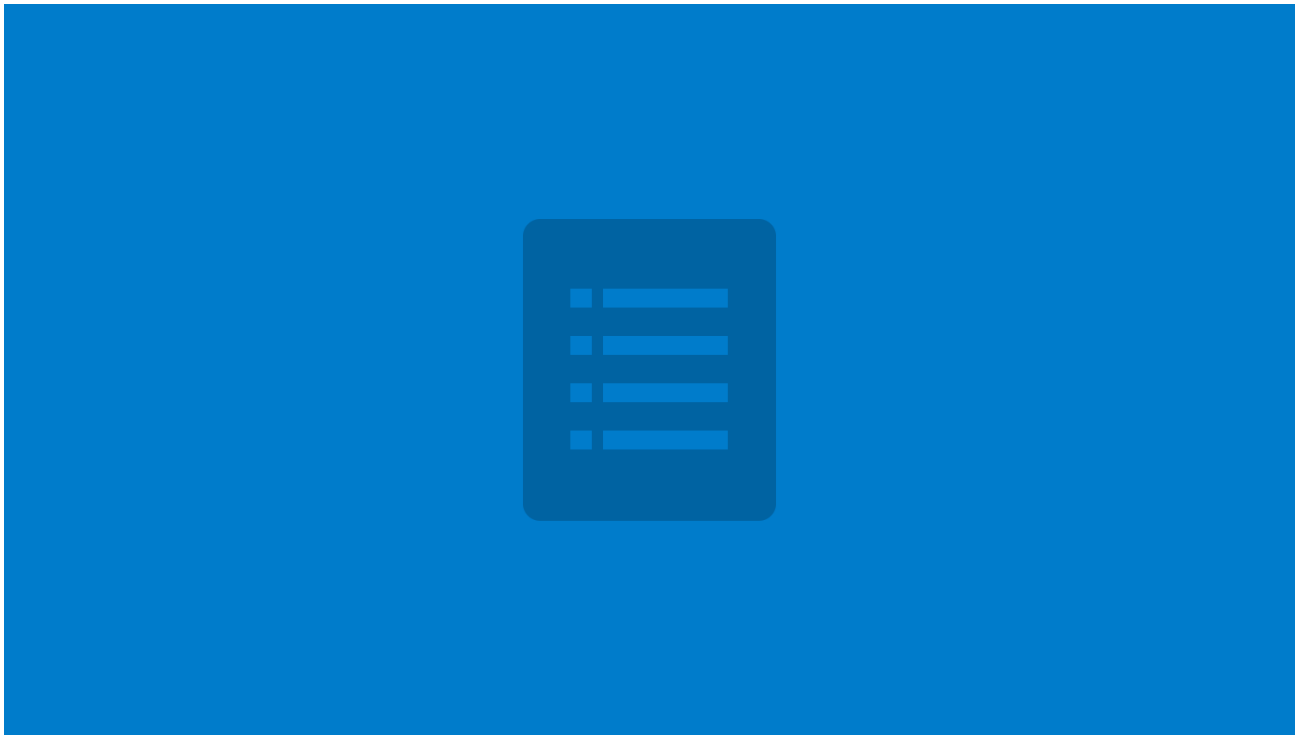
How to Prioritize

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?

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