Tasks And Priorities

1= Both Urgent & Important - Do Now
2=Important But Not Urgent - Do Next
3=Urgent But Not Important - Delegate
4=Neither Important Nor Urgent – Decline

Name:
Date:

M T W T F S S

Priority	Task	Resources – Time, Personnel	Completion

Your time is your life-time. Use it for the glory of God, “redeeming the time for the days are evil.” Ephesians 5:19