

# TASK RATING TOOL

Use to Rate tasks for importance and manage your time.

Urgent/Important	Non-Urgent/Important
Urgent/Not Important	Not Urgent/Not Important

When a task come across your desk put it into one of these boxes. This will determine the action you need to take NOW.

Act on it immediately or schedule it for future action with the correct priority. But do it now.

Always take care when scheduling the Non-Urgent/Important tasks.

These tend to be the ones that are managed Just In Time/Last Minute.