## Your Priority Matrix

Consider your current workload and the things you do on a regular basis in your role. Which tasks fall into which categories?

|  |  |
| --- | --- |
| **Q1. Necessity**  (High importance, high urgency) | **Q2. Productivity**  (High importance, low urgency) |
| **Q3. Distraction**  (Low important, high urgency) | **Q4. Waste**  (Low Importance, low urgency) |