## 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?

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