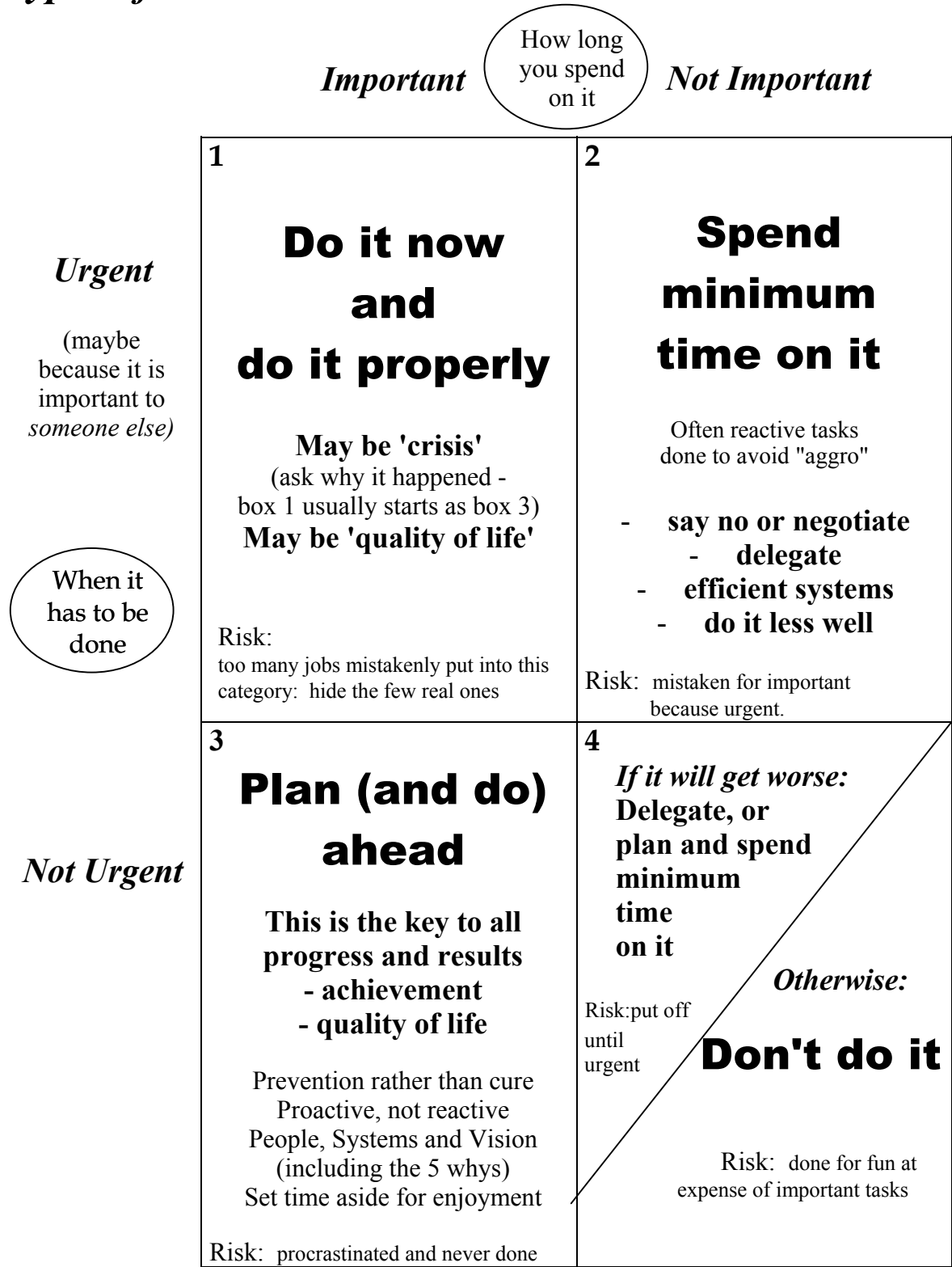





# Types of task: Prioritisation and Time Allocation



Without goals it is impossible to manage your time effectively

  
 "Important" means it moves you towards your goals. Nothing else should be in this column!

- Tests for Unimportance:**
- magic button?
  - delegate?
  - if you had a week to live?
  - would you miss it?
  - will it matter in 5 yrs time?