Project Me

Date .... / .... / ....

★ Magic Matrix ★

For overcoming overwhelm and
knowing what to do first.

Put your tasks into the relevant quadrants. (Everything on your list AND in your head).

Q1. Important and Urgent	**Q2.** Important but Not Urgent (yet)
Q3. Not Important and Not Urgent (push it back!)	**Q4.** Delegate

you've got this!