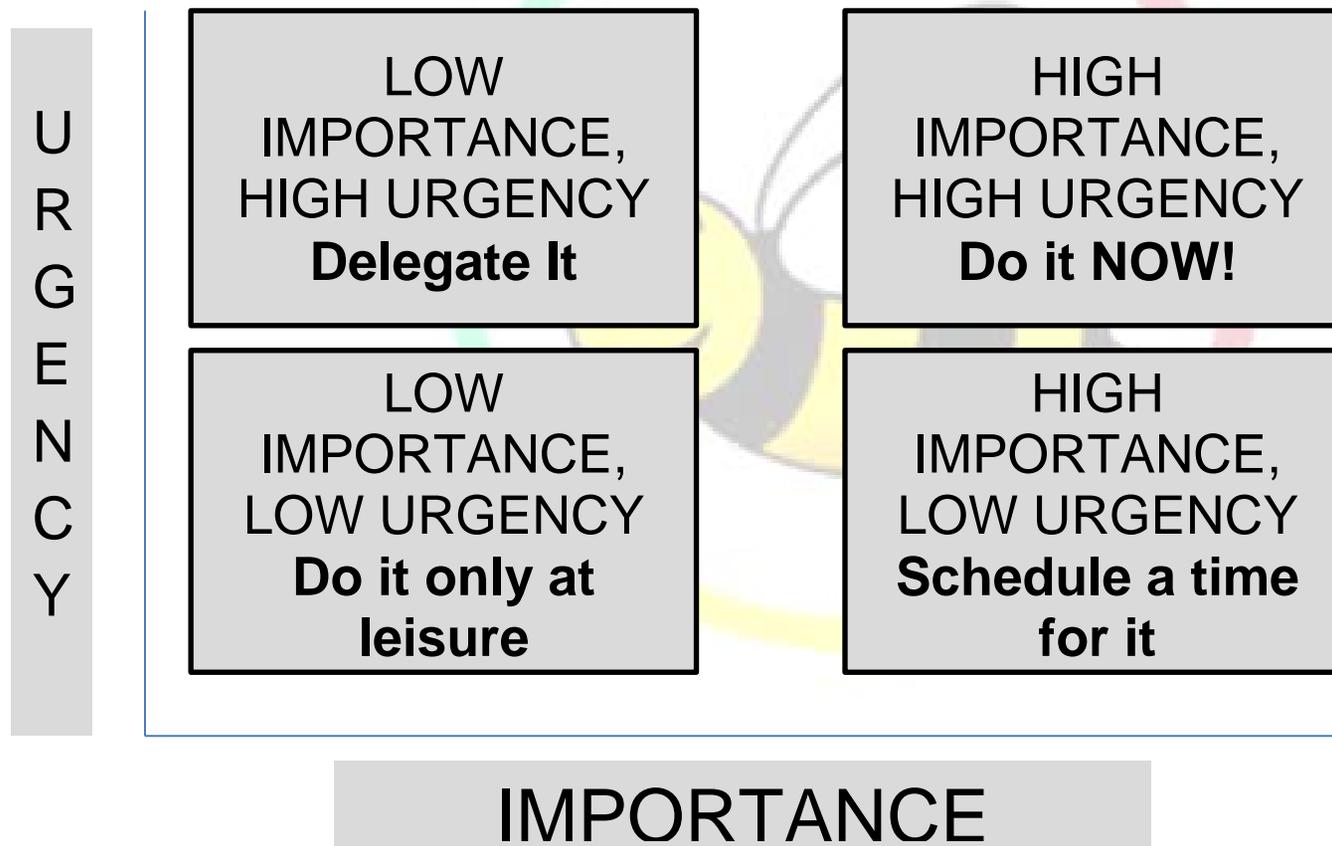


## Managing Priorities

Most professionals today are faced with the challenge of juggling competing demands for their time and energy, and this can become a major source of negative stress and melt-down. Use this toolkit to help you prioritize all your activities. Plotting them on the graph of Urgency vs Importance, and taking appropriate decisions on how to handle them based on your analysis:



## Managing Priorities

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Use the tool to place your activities for each day into the appropriate boxes (evaluating their relative importance or urgency), and allow your actions to be guided by your priorities:

