



STRESS RESOURCES

Important/Urgent...Remember no more than 3 items. **MUST BE TASKS THAT TAKE NO MORE THAN 15 MIN TO COMPLETE**

Important/Not Urgent...These are often the most difficult to act upon.

Urgent/Not Important...Remember that these are often OTHER people's important /urgent items

Not Urgent/Not Important...get rid of these items by delegating, deleting or saying no to these items