



	Urgent	Not Urgent
Important	<b>DO</b> Do it now	<b>DECIDE</b> Schedule a time to do it
Not Important	<b>DELEGATE</b> Who can do it for you?	<b>DELETE</b> Eliminate it

	Urgent	Not Urgent
Important	Finish case records Call owner for inpatient update	Walk outside Meal prep
Not Important	Client call-backs Client emails	Scrolling Instagram Streaming shows



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