DAILY PRIORITY PLANNER

Urgency and Importance Matrix

OPAL WEALTH ADVISORS

Managing your time well can be the difference between feeling energized and feeling drained. This tool helps you stay focused on action items that are true priorities—and that only you can handle. Everything else gets delegated to others or relegated to the trash bin.

Try it and see how it challenges your habits, changes your outlook, and boosts your productivity!

1. Important and Urgent Your highest priority items—do it now.	2. Important but Not Urgent Still priority items, but lower—get it scheduled.
3. Urgent but Not Important Doesn't have to be done by you—delegate it.	**4. Not Urgent or Important** Doesn't have to be done at all—forget it.