

Amanda Rocheleau Counselling and Consulting Registered Social Worker * Compassion Fatigue Specialist

	Urgent	Not Urgent
Important	DO IT! - Time sensitive - Requiring your attention, so Complete it as soon as possible	SCHEDULE IT! - Not time sensitive - Requiring your attention, so Carve out time for it
Not Important	DELEGATE IT! - Time sensitive - Someone else can do it, so Hand it off as soon as possible	ELEMINATE IT! - Not time sensitive - Not important to anyone, so Remove it from your to-do list

The Eisenhower Matrix