

URGENCY VERSUS IMPORTANCE

To assist you in balanced decision making on what are Musts and what are Options

- use the power of the **"2x2 Thinking" Matrix**
- think carefully and openly about how you categorise what you do

2x2 Thinking enables you to

- consider the "what ifs" of what you do
- create a new view and outlook
- let go of an old way of thinking

It adds richness, depth and clarity to your time management

- a better perspective

IMPORTANCE

URGENCY

	HIGH	LOW
HIGH		HIGH
	HIGH	LOW
LOW		LOW

"Change does not change tradition. It strengthens it. Change is a challenge and an opportunity; not a threat." Prince Phillip.