

Time Management

ABC prioritisation

	NON-URGENT	URGENT
IMPORTANT TASKS (Key Result Areas)	B Block time in your diary	A Do straight away
NON-IMPORTANT TASKS (Not Key Result Areas)	D Dump!	C Clearing house – sort into A, B or D

We hope you have found this material useful. If you have any questions on how to use it, we'd be happy to talk you through it.

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