**Priority organiser**

Divide your list of tasks into the four categories below. Then set targets for each priority (see ‘Identify priorities’ in *Skills for Success* on p. 205.

|  |  |
| --- | --- |
| 1 RED  Urgent and important | 2 YELLOW  Not urgent but important |
|  |  |
| 3 ORANGE  Urgent but not important | 4 BLUE  Not urgent and not important |
|  |  |