

| | Urgent | Not Urgent |
|----------------------|-----------------------|-------------------|
| Important | Do Immediately | Schedule |
| Not Important | Delegate | Eliminate |

| Time | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|-------|-----|-----|-----|------|-----|-----|-----|
| 12 am | | | | | | | |
| 1 am | | | | | | | |
| 2 am | | | | | | | |
| 3 am | | | | | | | |
| 4 am | | | | | | | |
| 5 am | | | | | | | |
| 6 am | | | | | | | |
| 7 am | | | | | | | |

| | | | | | | | |
|-------|--|--|--|--|--|--|--|
| 8 am | | | | | | | |
| 9 am | | | | | | | |
| 10 am | | | | | | | |
| 11 am | | | | | | | |
| 12 pm | | | | | | | |
| 1 pm | | | | | | | |
| 2 pm | | | | | | | |
| 3 pm | | | | | | | |
| 4 pm | | | | | | | |
| 5 pm | | | | | | | |

| | | | | | | | |
|-------|--|--|--|--|--|--|--|
| 6 pm | | | | | | | |
| 7 pm | | | | | | | |
| 8 pm | | | | | | | |
| 9 pm | | | | | | | |
| 10 pm | | | | | | | |
| 11 pm | | | | | | | |