



Petal & Paper

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Priority matrix (urgent/important)



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WHAT MATTERS MOST 

priority matrix

Urgent + Important

DO these now:

(crises, real deadlines)

Important, Not Urgent

SCHEDULE these:

(the high-value work — protect this!)

Urgent, Not Important

DELEGATE if you can:

(interruptions, some emails)

Neither

DROP / minimise:

(time-wasters, busywork)