

# Effective **Change**

## The Mayonnaise Jar of Life

	Not Urgent	Urgent
Important	<p>These tasks are important but not urgent.</p> <p>Make sure you plan for them.</p>	<p>These tasks are your top priorities.</p> <p>Make sure you are focused on them now.</p>
Not Important	<p>These tasks are your lowest priorities.</p> <p>Consider whether you need to do them at all.</p>	<p>These tasks are urgent but not important.</p> <p>Get it done and out of the way, or delegate if appropriate.</p>

	Not Urgent	Urgent
Important		
Not Important		