

HOLD UP ...

IS IT URGENT, IMPORTANT, OR CAN IT WAIT?

WHAT ARE SOME THINGS THAT NEED TO
BE DONE AS SOON AS POSSIBLE?

Urgent!

WHAT ARE SOME THINGS THAT NEED TO
GET DONE, BUT NOT RIGHT AWAY?

Important

WHAT ARE SOME THINGS THAT NEED TO
BE DONE BUT CAN WAIT A FEW DAYS?

It Can Wait

