**BUSINESS ESSENTIALS**

**Element 4: Learning Outcome 12: Activity 2**

**Skills needed for successfully working in business: Planning urgent and important tasks**

Using the Urgent/Important Matrix decide how to prioritise the tasks provided by your tutor.

Produce a second matrix with your personal tasks – list items for each category and what action you will take.

**1 Class Urgent/Important task list**

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**2. Personal Urgent/Important task list**

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