**Achieve More Business Resources**

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| --- | --- | --- | --- | --- |
| **Task is both high importance, with high urgency factor.**  Must be done today, or ASAP to a high standard, and quickly.  Take Action Now!  Do correctly.  Do on time. |  | **High Importance** | **Low Importance** | **Task is of low importance, but still with a high urgency factor.**  These tasks need to be completed on time but are outranked by other tasks.  Only spend sufficient time on them as not as important. |
| **High**  **Urgency** |  |  |
| **Task is of high importance, but has low urgency factor.**  Important that it gets done but long-term is okay so you need to:   * Set target if none exists. * Break-up into chunks of work | **Low**  **Urgency** |  |  | **Task is both low importance and urgency.**  Discard or delegate as many of these tasks as possible because they cause great harm to your productivity.  Delegate if other tasks of higher importance appear. |

**Task Description Follow Up Urgency Importance Notes**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

**11.**

**12.**

**13.**

**14.**

**15.**

***“Why do most people treat time as if they ever acquire more of it?***

***Time is our most valuable asset -- This is a secret that real achievers know!” - Mark Skovron, PhD.***

# Achieve More in Life Free Resources

The [Achieve More in Life](https://www.achievemore.life) website offers you tons of free and valuable resources for your own professional development and to run your business. Our eBooks, Checklists, Templates and Informational Newsletters are designed to help you with the management issues you face every day. They can be downloaded as you see fit to use toward the accomplishment of your objects.

**eBooks** – Our free management eBooks cover everything from accounting principles to business strategy. Each one has been written to provide you with the practical skills you need to succeed as a management professional.

**Templates** – Most of the day-to-day management tasks you need to do have already been done by others many times in the past. Our management templates will save you from wasting your valuable time reinventing the wheel. Our goal is for you to reach your objectives.

**Checklists** – When you are working under pressure or doing a task for the first time, it is easy to overlook something or forget to ask a key question. These management checklists will help you to break down complex management tasks into small controllable steps. Write things down.

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**Our Goal** is to empower you to **“*ACHIEVE MORE!“***

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