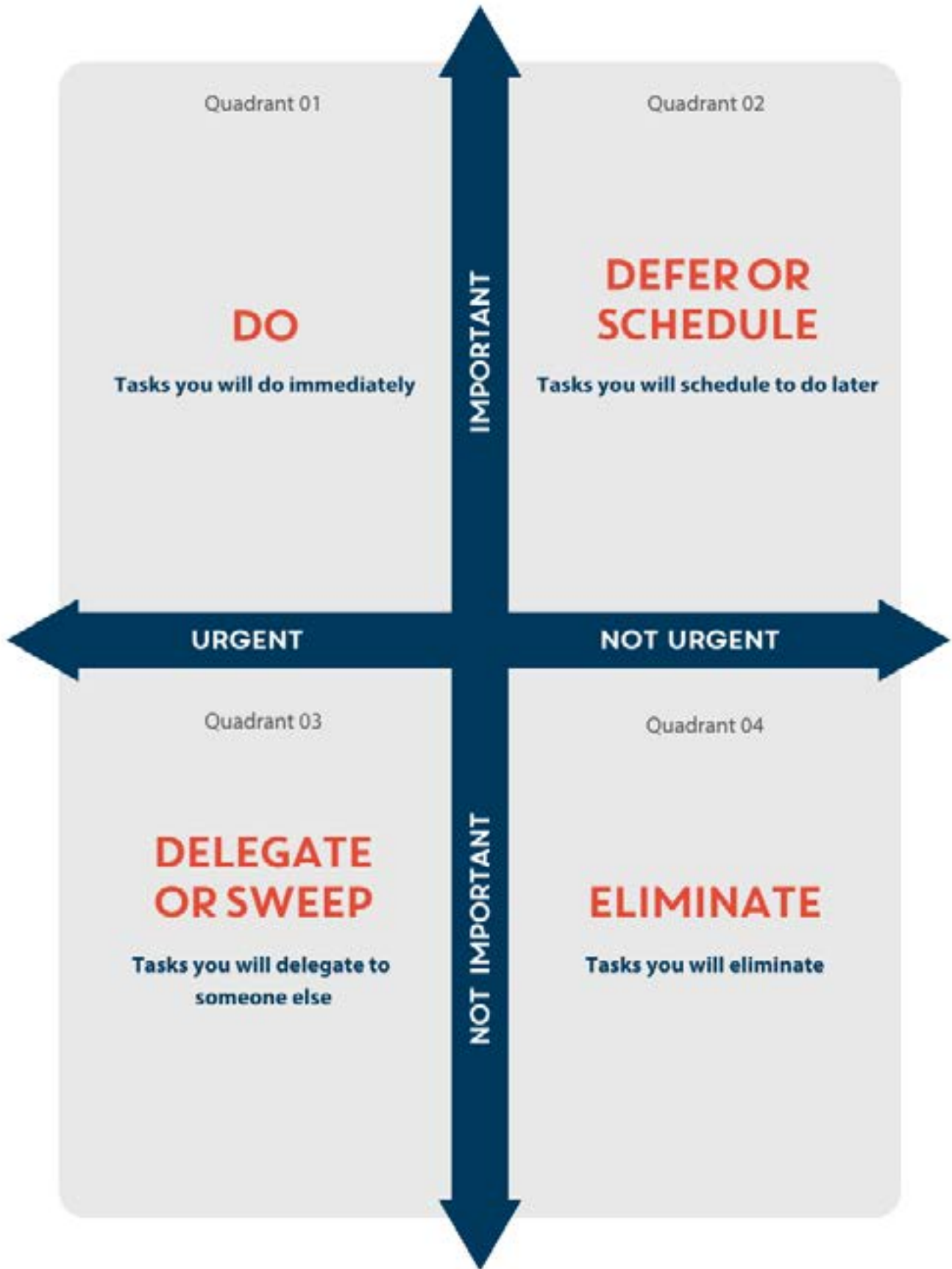


PRIORITIZATION AND ORGANIZATION



PRIORITIZATION AND ORGANIZATION

Use the matrix below to sort all of your to-do items according to their importance and urgency.

