

What Can Wait

Sort what is actually urgent from what only feels urgent right now.

WHEN TO USE THIS

Use this when everything feels like it has to be handled today.

Everything on the list feels loud. Some of it is not due for weeks.

Sort what is in front of you.

HAS TO BE THIS WEEK

CAN WAIT

From the left side, which one comes first?

Which one on the right can you put down until a set date? Write the date.

Putting something down on purpose is not the same as dropping it.