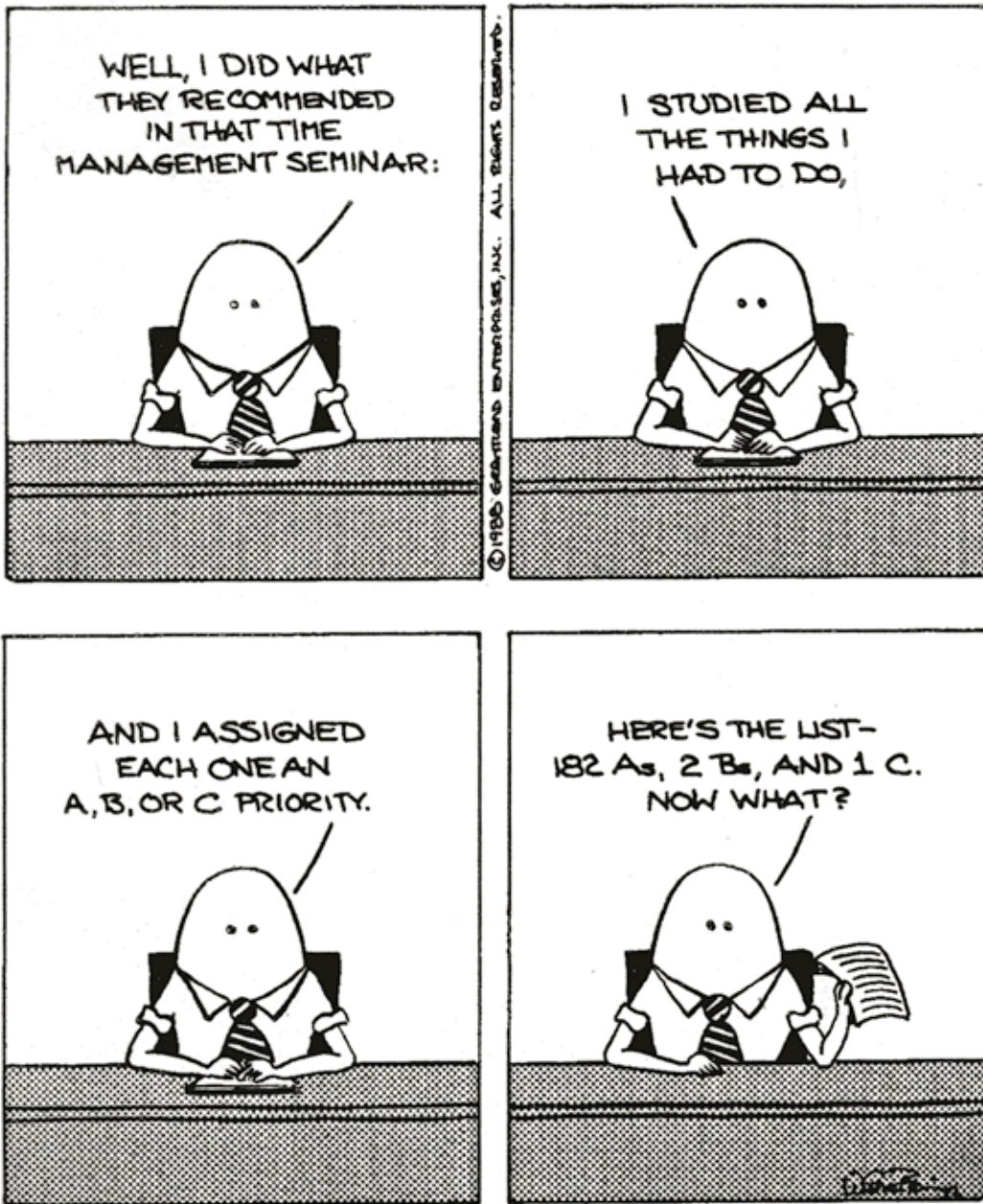


PRIORITIES  
IMPORTANT & URGENT

GRANTLAND®



**DO**

**PLAN**

**IMPORTANT**

**NOT IMPORTANT**

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*(IMPORTANT = Activities that enhance results and goals.)  
(URGENT = Limited time to act.)*

**DELEGATE**

**ELIMINATE**

