

THE BUSINESS OF SELLING FLOWERS

The Business of Growing Flowers Course Module 6 - Making yourself more productive Lesson 2 Optimum productivity - Urgent V Important

Is that job you're just about to spend time doing really Urgent? - Does it need to be done now?
Is that job really important to making more money, creating less work for the future, or making your customers happy?

Take a look at the things that you currently have on your list with a critical eye. Which of these 4 sections should they come in

Important	<i>Plan it (2)</i>	DO IT (1)
	<i>Ignore it (4)</i>	<i>Get help (3)</i>
Not Important	Not Urgent	Urgent

Importance

Urgency