

Priorities

	Urgent (U)	Not Urgent (NU)
Important (I)	I-U <ul style="list-style-type: none">•••••••	I-NU <ul style="list-style-type: none">•••••••
Not Important (NI)	NI-U <ul style="list-style-type: none">•••••••	NI-NU <ul style="list-style-type: none">•••••••