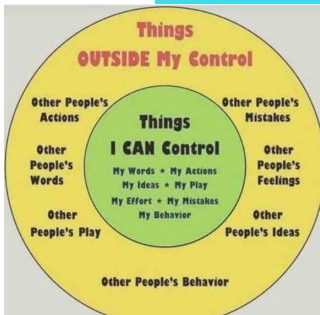


Brain Dump



		URGENCY	
		High	Low
IMPORTANCE	High	1 Urgent and important Do it now	2 Important not Urgent Decide when to do it
	Low	3 Urgent not important Delegate it	4 Not Important not Urgent Dump it

Anything that will take you 2 minutes or less, do now if you can!