

Dingend

## Delegieren



- C-Aufgaben
- Dringend, aber unwichtig
- Mittlere Priorität
- Bedeutende Aufgaben, die auch andere erledigen können

## Sofort erledigen



- A-Aufgaben
- Wichtig + dringend
- Höchste Priorität
- Aufgaben mit Konsequenz und kritischem Zeitfaktor

Nicht wichtig

Wichtig



## Verwerfen



- D-Aufgaben
- Unwichtig + nicht dringend
- Keine Priorität
- Aufgaben die nur ablenken oder aufhalten können

## Terminieren



- B-Aufgaben
- Wichtig, aber nicht dringend
- Niedrige Priorität
- Aufgaben ohne Deadline, aber bedeutend für langfristigen Erfolg

Nicht dringend

# Prinzip Uhrgen

**Ian Pickup**



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