**Чек-лист важных дел**

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| **СРОЧНЫЕ И ВАЖНЫЕ ДЕЛА** | **НЕСРОЧНЫЕ И ВАЖНЫЕ ДЕЛА** |
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| **СДЕЛАЙТЕ НЕМЕДЛЕННО**Появление подобных дел следует избегать |

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| **СДЕЛАЙТЕ ПРИ ПЕРВОЙ ВОЗМОЖНОСТИ**Приоритетные и перспективные дела |

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| **СРОЧНЫЕ, НО НЕ ВАЖНЫЕ ДЕЛА** | **НЕСРОЧНЫЕ И НЕВАЖНЫЕ ДЕЛА** |
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| **СДЕЛАТЬ ИЛИ ДЕЛЕГИРОВАТЬ?**Отделяйте важное от второстепенного |

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| **МОЖНО ОТЛОЖИТЬ**Делу время, а потехе час |

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