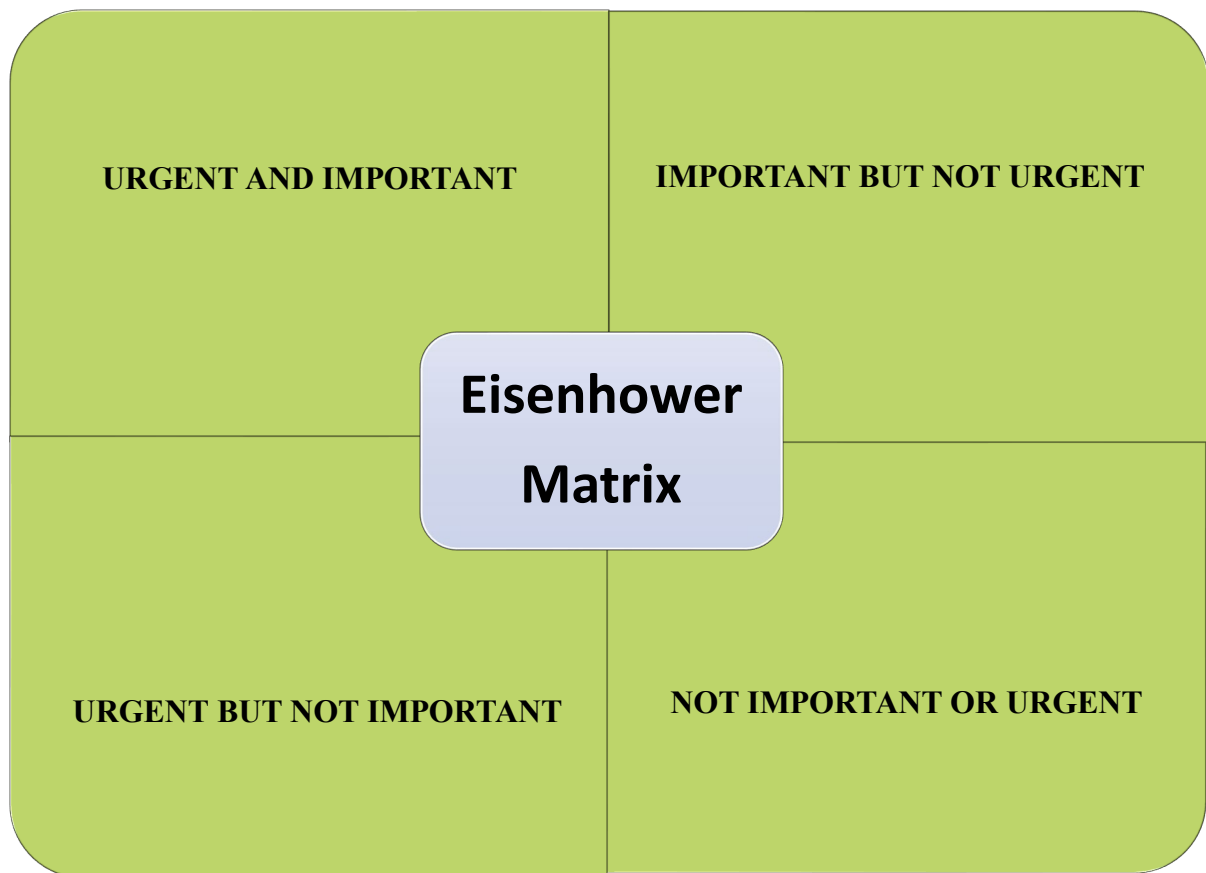


Worksheet 2

Project management at work

Tasks:

- Responding to daily emails that don't require special attention but have short deadlines.
- Checking social media during working hours.
- Developing a marketing strategy for the next six months.
- Completing a presentation for an important client with a due date tomorrow.



Exercise Solutions

Worksheet 2. *Project management at work*

- *Urgent and important:* Completing a presentation for an important client with a deadline tomorrow.
- *Important but not urgent:* Developing a marketing strategy for the next six months.
- *Urgent but not important:* Responding to daily emails that don't require special attention but have short deadlines.
- *It is neither urgent nor important:* Checking social networks during working hours.