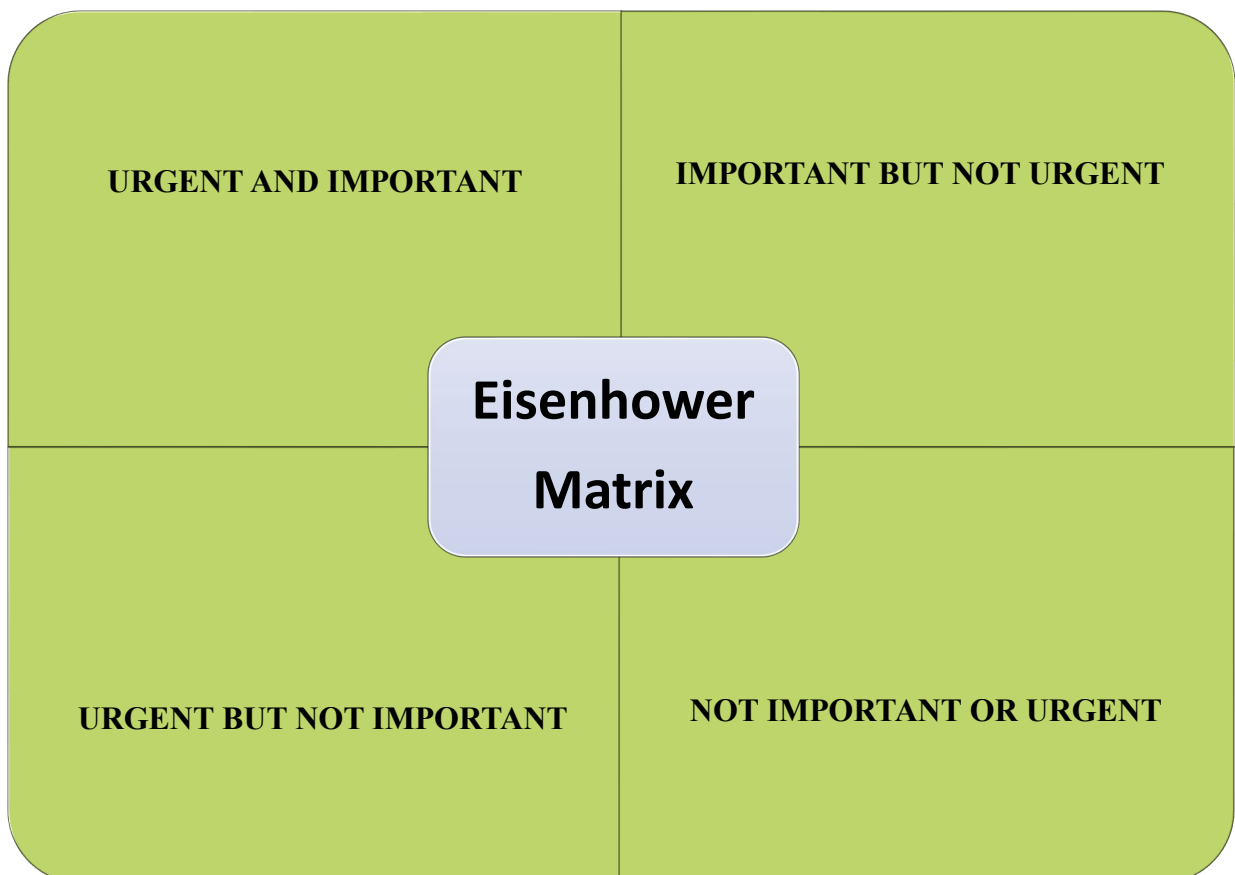


Worksheet 3

Planning personal activities

Tasks:

- Going to the doctor for an emergency check-up.
- Watching a series or browsing the internet without purpose.
- Solving small administrative problems, such as paying an invoice that has not yet reached the deadline.
- Planning a vacation or setting personal development goals.



Exercise Solutions

Worksheet 3. *Planning personal activities*

- *Urgent and important:* Go to the doctor for an urgently needed health check-up.
- *Important, but not urgent:* Planning a vacation or setting personal development goals.
- *Urgent, but not important:* Solving small administrative problems, such as paying an invoice that has not yet reached the deadline.
- *It is neither urgent nor important:* Watching a series or surfing the Internet without purpose.