# Attachment: The ABCD Matrix

| Number of methodological Tool | EUPA_LO_090_M_001 |
|---|---|
| Number of attachment | EUPA_LO_090_M_001_Att1 |

You have arrived to the office and have just written down all the tasks that you should complete. Please, sort them according the priority and urgency to the ABCD Matrix

| | URGENT | NOT URGENT |
|---|---|---|
| **IMPORTANT** | **Q1 (A)** | **Q2 (B)** |
| **NOT IMPORTANT** | **Q3 (C)** | **Q4 (D)** |

1. Prepare and consult the agenda for the meeting that is to happen in 2 weeks from today
2. Schedule an appointment with your doctor for the regular yearly checkup, he is usually accessible only to 10.00 AM
3. Meet at 11.00 with the new employee to explain the policies regarding the office equipment and safety in the office
4. Arrange the taxi to the airport for your colleage for this afternoon
5. Answer emails
6. Delete worthless messages
7. Prepare the report for the team due in 2 days
8. HR manager wants to speak with you about scheduling the recruitment process for new sales assistant and your role in it, he left a note at your table, you should contact him ASAP
9. You met a colleague on the way to the office in the elevator, he says there is a problem only you can solve, he requires your help and asked you to come as soon as possible
10. Unsatisfied customer is on the phone
11. Your sister has asked you about job possibility for her daughter for the summer. You have promised to ask your manager
12. Your husband is waiting for you to confirm the flight reservation; you are leaving in 3 days for a weekend to Paris
13. The electricity in the apartment is not working properly, you should find and arrange an electrician
14. Very important client came to meeting too early by mistake and your colleague is not at the office yet
15. Request from a former employee to write a letter of recommendation on his behalf

RECOMMENDED SOLUTION (only recommendation, trainer should take into account the justifications of the learners answers, the tasks are not arranged according to their order):

|  | URGENT | NOT URGENT |
|---|---|---|
| **IMPORTANT** | **Q1 (A)**<br><br>**4**<br><br>**7**<br><br>**10**<br><br>**12**<br><br>**14** | **Q2 (B)**<br><br>**1**<br><br>**2**<br><br>**3**<br><br>**5**<br><br>**13** |
| **NOT IMPORTANT** | **Q3 (C)**<br><br>**8**<br><br>**9** | **Q4 (D)**<br><br>**6**<br><br>**11**<br><br>**15** |