## :: ACTIVITY ORGANIZATION CHART ::

It can be very difficult to keep thoughts organized and prioritized — especially inside the bipolar mind! Use the table below to stay on top of *what* needs to happen and *when*.

Write in your projects, ideas, and/or activities according to their importance and urgency. Next time you are not sure where to start, focus your efforts on the items in the top right quadrant.

HIGH URGENCY LOW URGENCY

LOW IMPORTANCE HIGH IMPORTANCE

