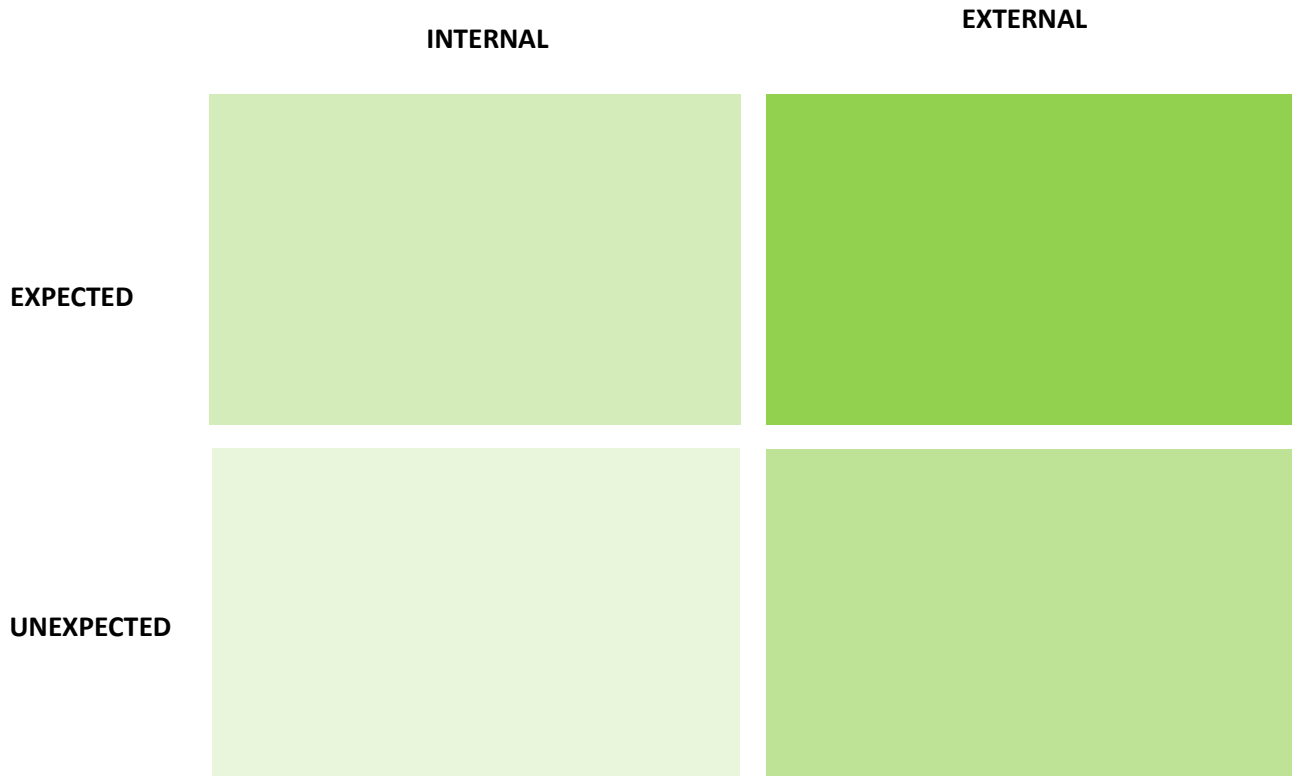


IMPORTANCE OF PREPARTION

Understand the types of risk that you may face. Use this 2x2 grid to map out your potential risks.



ORGANIZE YOUR TASKS

It is important to remember that not all tasks are urgent. Use this 2x2 grid to prioritize your tasks.

