

Priority Matrix

SORT YOUR TO-DOS BY URGENCY AND IMPORTANCE

DATE _____

URGENT

NOT URGENT

IMPORTANT

1 DO FIRST

Urgent + important

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
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- ☐ _____
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- ☐ _____
- ☐ _____
- ☐ _____

2 SCHEDULE

Important, not urgent

- ☐ _____
- ☐ _____
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- ☐ _____
- ☐ _____

NOT IMPORTANT

3 DELEGATE

Urgent, not important

- ☐ _____
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- ☐ _____
- ☐ _____
- ☐ _____

4 DROP IT

Neither — let it go

- ☐ _____
- ☐ _____
- ☐ _____
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- ☐ _____
- ☐ _____
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- ☐ _____