

Priority Matrix

SORT YOUR TO-DOS BY URGENCY AND IMPORTANCE

DATE _____

URGENT

NOT URGENT

IMPORTANT

1

DO FIRST

Urgent + important

☐☐☐☐☐☐☐☐☐☐☐☐☐

2

SCHEDULE

Important, not urgent

☐☐☐☐☐☐☐☐☐☐☐☐☐

NOT IMPORTANT

3

DELEGATE

Urgent, not important

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4

DROP IT

Neither — let it go

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