

# Prioritisation Matrix

## EXERCISE:

**STEP 1: WRITE DOWN ALL YOUR 'TO DO' TASKS UNDER EACH OF THE HEADINGS.**

|                                                                                           |                                                                                   |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>IMPORTANT, NOT URGENT</b><br><i>Decide when you will do</i><br><hr/> <hr/> <hr/> <hr/> | <b>IMPORTANT &amp; URGENT</b><br><i>Do immediately</i><br><hr/> <hr/> <hr/> <hr/> |
| <b>NOT IMPORTANT &amp; NOT URGENT</b><br><i>Do later</i><br><hr/> <hr/> <hr/> <hr/>       | <b>NOT IMPORTANT &amp; URGENT</b><br><i>Delegate</i><br><hr/> <hr/> <hr/> <hr/>   |

**STEP 2: MEASURE HOW MUCH TIME YOU ARE SPENDING IN EACH QUADRANT. ARE YOU NEGLECTING ANY QUADRANT?**



|                                                                                           |                                                                                   |
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