PRIORITY TO-DO MATRIX

Use this matrix to organize your priorities. Do urgent and important tasks right away. Schedule tasks that are important but not urgent. Try to delegate or limit other tasks. What tasks would you add to this matrix?

Urgent Important and Urgent (Do Now)	**Not Urgent** Important but Not Urgent (Schedule)
• Immediate deadlines • Medical emergencies	• Project management • Health and exercise
Not Important but Urgent (Delegate When Possible)	**Not Important and Not Urgent** (Limit/Ignore)
• Interruptions • Other people's requests	• Binging your favorite show • Scrolling through your newsfeed