Prioritization

Use the Priority Matrix to focus your energy on what matters most.

Do

Important and urgent

Focus on tasks that need attention now.

Try it: Complete a time sensitive assignment.

Plan

Important, not urgent

Make time for meaningful tasks before they become urgent.

Try it: Schedule time to prepare for an upcoming project.

Delegate or Delay

Urgent, not important

Consider whether a task can be shared appropriately or handled later.

Try it: Coordinate with a colleague when appropriate.

Consider

Not important, not urgent

Reconsider, simplify or remove tasks that are less important right now.

Try it: Review an optional task before committing time to it.

Your Action Plan

Choose one task and ask: Is it important? Is it urgent?

Do | Plan | Delegate or delay | Consider

Decide what matters. Choose your next step.