Prioritization Matrix

Knowing your priorities helps you reach your goals more efficiently. Use this matrix as a starting point.

1. Categorize the tasks you need to complete, listing them in the appropriate boxes based on importance and urgency.

2. Next, put your tasks in order.
   - Important and urgent: do these tasks first
   - Important but less urgent: do these tasks second
   - Less important but urgent: do these tasks third
   - Less important and less urgent: do these tasks last or delete them from your list

	Urgent	Less Urgent
Important		
Less Important		