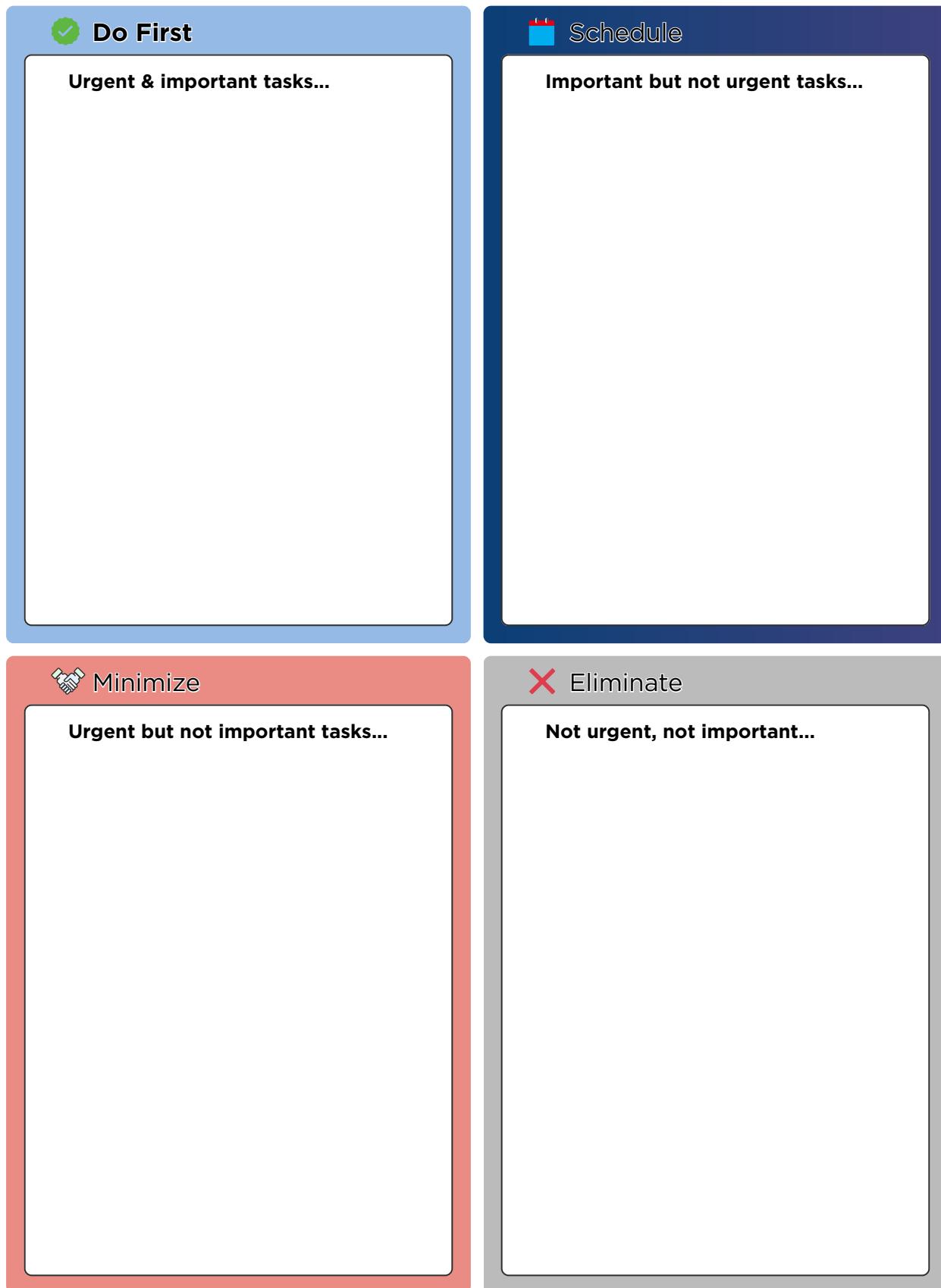


My Priority Matrix



“What is important is seldom urgent and what is urgent is seldom important.” - 
Dwight D. Eisenhower

How to Use: Priority Matrix



What is a Priority Matrix?

A Priority Matrix is a task management tool that allows you to organize and prioritize tasks based on urgency and importance.

Steps to Using a Priority Matrix

1. **List Your Tasks:** Start by creating a comprehensive list of tasks; including those related to school, extracurricular activities, personal tasks, etc.
2. **Determine Urgency & Importance:** For each task, assess how urgent it is (how soon it needs to be done) and how important it is for your overall goals.
3. **Place tasks in quadrants:**
 - a. **Quadrant 1 (Urgent and Important):** These are your immediate priorities. Do them as soon as possible. Examples: studying for a test that is tomorrow, completing a paper due today.
 - b. **Quadrant 2 (Important but Not Urgent):** These are tasks that contribute to long-term goals. Schedule them for later but ensure they get done. Examples: studying for a future exam, planning for a project.
 - c. **Quadrant 3 (Urgent but Not Important):** These tasks can often be delegated or minimized. Examples: unimportant interruptions from friends/family.
 - d. **Quadrant 4 (Not Urgent and Not Important):** These are distractions and should be eliminated. Examples: mindless social media scrolling, excessive gaming.
4. **Take Action:** Prioritize tasks within each quadrant. Focus on Quadrant 1 tasks, delegate or minimize quadrant 3 tasks, and eliminate Quadrant 4 tasks.
5. **Review and adjust:** Regularly review your matrix to ensure it reflects your current priorities. Adjust your schedule as needed based on your progress and changing circumstances.