

My Priority Matrix



Do First

Urgent & important tasks...



Schedule

Important but not urgent tasks...



Minimize

Urgent but not important tasks...



Eliminate

Not urgent, not important...

“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.