



# Prioritizing Tasks With the Matrix

Identify priorities and eliminate distractions

**URGENT**

**NOT  
URGENT**

**DO  
FIRST**

**Child in crisis  
Some emails or call  
Deadlines  
Emergencies**

**Sometimes these things can be minimized by  
managing other quadrants**

**DO**

**DO  
NEXT**

**The Group  
Exercise  
Meal Planning**

**Activities that bring you closer  
to your goals but are easy to neglect.  
For adhd people their nervous  
system may not be wired  
for these kinds of activities.**

**Plan to Spend ALOT of Time Here**

**Interruptions  
Distractions  
Calls**

**These are things that often  
pull at your attention and suck up your time**

**Busy work  
Time wasters**

**These things can take you down the  
rabbit hole and can be signs  
that you are stressed**

**They often need to be managed.**

**Delegate/Manage**

**Minimize Here  
Control Environment  
Manage Stress**

**IMPORTANT**

**NOT  
IMPORTANT**