Prioritizing Tasks
With the Matrix

Identify priorities and eliminate distractions

URGENT

NOT URGENT

IMPORTANT

DO FIRST

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

DO

DO NEXT

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Plan to Spend Alot of Time Here

NOT IMPORTANT

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Delegate/Manage

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Minimize Here
Control Environment
Manage Stress