## PRIORITISATION MATRIX

Use this tool to map your To Do list. Ask yourself "is this truly important? Is it just urgent? Or is it neither?"

IMPORTANT, BUT NOT URGENT

**URGENT AND IMPORTANT** 

**SCHEDULE IT** 

DO IT IMMEDIATELY

NOT IMPORTANT, NOT URGENT

**IMPORTANT** 

URGENT, BUT NOT IMPORTANT

DO IT LATER

DELEGATE IT

**URGENT** 

