Priority Matrix

DATE _____

	URGENT	NOT URGENT
IMPORTANT	**Do first** Deadlines, crises, today's must-dos ☐ ☐ ☐ ☐ ☐ ☐ ☐	**Schedule** Goals, planning, health, relationships ☐ ☐ ☐ ☐ ☐ ☐ ☐
NOT IMPORTANT	**Delegate** Interruptions, some emails and calls ☐ ☐ ☐ ☐ ☐ ☐ ☐	**Eliminate** Time-wasters and busywork ☐ ☐ ☐ ☐ ☐ ☐ ☐

TODAY

1 ☐ 2 ☐

3 ☐ 4 ☐

5 ☐ 6 ☐

7 ☐ 8 ☐