

Setting Priorities

How Important Is It?

Identifying priorities is an important first step to time management. Once you identify which tasks are most important, you can then schedule your time and efforts to meet most pressing things first.

The Eisenhower Matrix is a great tool to help you determine importance and urgency. Based on how Important and Urgent tasks are, they can be scheduled into four main categories:

- 1) Do Now: Tasks with pressing and immediate deadlines or impact.
- 2) Schedule for later: Regularly scheduled activities or tasks with deadlines far out.
- 3) Delegate or do later: These are tasks that can feel important but don't have overall impact.
- 4) Remove from your plate: Time wasters or things that don't contribute to your goals.

Make a list of tasks/responsibilities you need to complete. Then, use the table below to help you determine which you should focus on first, second, or not at all. Use a tool like a calendar and/or to do list to help you schedule and track your tasks.

Eisenhower Matrix

Urgent

Not Urgent

Important

Do

Tasks with clear deadlines and significant consequences if not completed in a timely fashion.

Schedule

Tasks with no set deadline but that bring you closer to your long-term goals.

Not Important

Delegate

Tasks that need to get done, but don't need your expertise in order to be completed.

Delete

Tasks that distract you from your preferred course, and don't add any measurable value.



List Your Tasks

1.

2.

3.

4.

5.

6.

7.

Prioritize

	Urgent	Not Urgent
Important		
Not Important		