Prioritization Matrix

The Prioritization Matrix can help take some of the pressure off when you have a long to do list. If you feel that everything on your list is important, laying your tasks out on the matrix can help you visualize what you should work on first.

	Urgent	Not Urgent
Important	**Highest Priority** **"Do Immediately"**	**Second Priority** **"Schedule It"**
Not Important	**Third Priority** **"Reschedule or Delegate"**	**Lowest Priority** **"Do It Later"**

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