



Priority Matrix

- Identify what needs to be done at a glance
- Move tasks around based on urgency
- Plan for the short term and the long term
- Prioritize tasks: do / delegate / delete

	Urgent	Not Urgent
Important	Do Now	Schedule
Not Important	Delegate	Delete

- **DO NOW:** these tasks are important and have a high ROI
- **SCHEDULE:** these tasks require attention and will become urgent if left undone
- **DELEGATE:** these tasks are a distraction and should be given to someone else to prioritize your time
- **DELETE:** these tasks are mundane and suck up your time