

# 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	<b>Highest Priority</b> “Do Immediately”	<b>Second Priority</b> “Schedule It”
Not Important	<b>Third Priority</b> “Reschedule or Delegate”	<b>Lowest Priority</b> “Do It Later”