

PRIORITISATION MATRIX

If you find it challenging to prioritise your workload, consider using this prioritisation matrix. Instead of making a single long to-do list, assess each task or project based on two key factors: its importance and its urgency. This method helps you organise your efforts more effectively and focus on what truly matters.

URGENT / IMPORTANT

Do these things now!

NON-URGENT / IMPORTANT

Do these things later

URGENT / LOW IMPORTANCE

Delegate these

NON-URGENT / LOW IMPORTANCE

Delete - these are not needed
