

Prioritizing Tasks Worksheet

Use this worksheet to prioritize your tasks or to-do lists. Based on the Eisenhower Decision Matrix, you can easily adapt it to your needs, whether it is for daily or weekly use or longer-range time frames.

Time period _____

	URGENT	NOT URGENT
IMPORTANT	<p>DO IMMEDIATELY</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>DECIDE: PLAN OR SCHEDULE</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
NOT IMPORTANT	<p>DELEGATE IF POSSIBLE</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>DUMP</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>