PRIORITY MATRIX

The priority matrix is a great way to visualize what tasks take priority over others, and how to best allocate your time towards them.

For a detailed explanation of the Priority Matrix and a breakdown of the boat analogy, go here!

(0=no urgency, 10 maximum urgency)

(0=little to no importance, 10 major importance)

1 Make a list of everything you have to do.

2 Give each task a score for urgency and importance.

3 Based on their score, plot each task on the matrix.

TO DO:	Urgency	Importance
1. Design Project due end of month	2	10
2. Fill out Reg form for advisor asap	8	8
3. Finish Calc homework due tonight	10	8
4. Read assignment for next week	4	7
5. Prep for Leadership ENGR meeting	5	8
6. Do Laundry	9	3
7. Intramural Soccer Game	0	2

	HIGHER URGENCY	LOWER URGENCY
HIGHER IMPORTANCE	**DO** "Get the water out of the boat!" • *Vital tasks with substantial urgency* • *Do as soon as possible* 1. Finish Calc homework 2. Fill out Reg form for advisor asap	**SCHEDULE** "Repair the hole in the boat." • *Still very important tasks but with less urgency* • *Allocate time for and consistently work on* 1. Design Project due end of month 2. Read assignment for next week 3. Prep for Leadership in ENGR meeting
LOWER IMPORTANCE	**FILL-INS** "Take a break to drink some water. • *These are tasks you should complete when you take breaks from the cycle above* 1. Do laundry. 2. Intramural Soccer Game	**RE-THINK AGAIN!** "You don't have time to tan, you're drowning!" • *Trivial tasks with minor urgency* • *Ignore for now or delete* 1. Scrolling endlessly on social media. 2. Binge video gaming

UNDERTAKE THE TASKS AS FOLLOWS:

1. Begin with tasks in the "Do" box.
2. Interchange working on items in the Higher Importance boxes (light green).
3. If you have any time left, or really need a break from your other work, do any "Fill-in" tasks.
4. Items that fall into the "Re-think Again" box are one's you want to be mindful of taking up your time.

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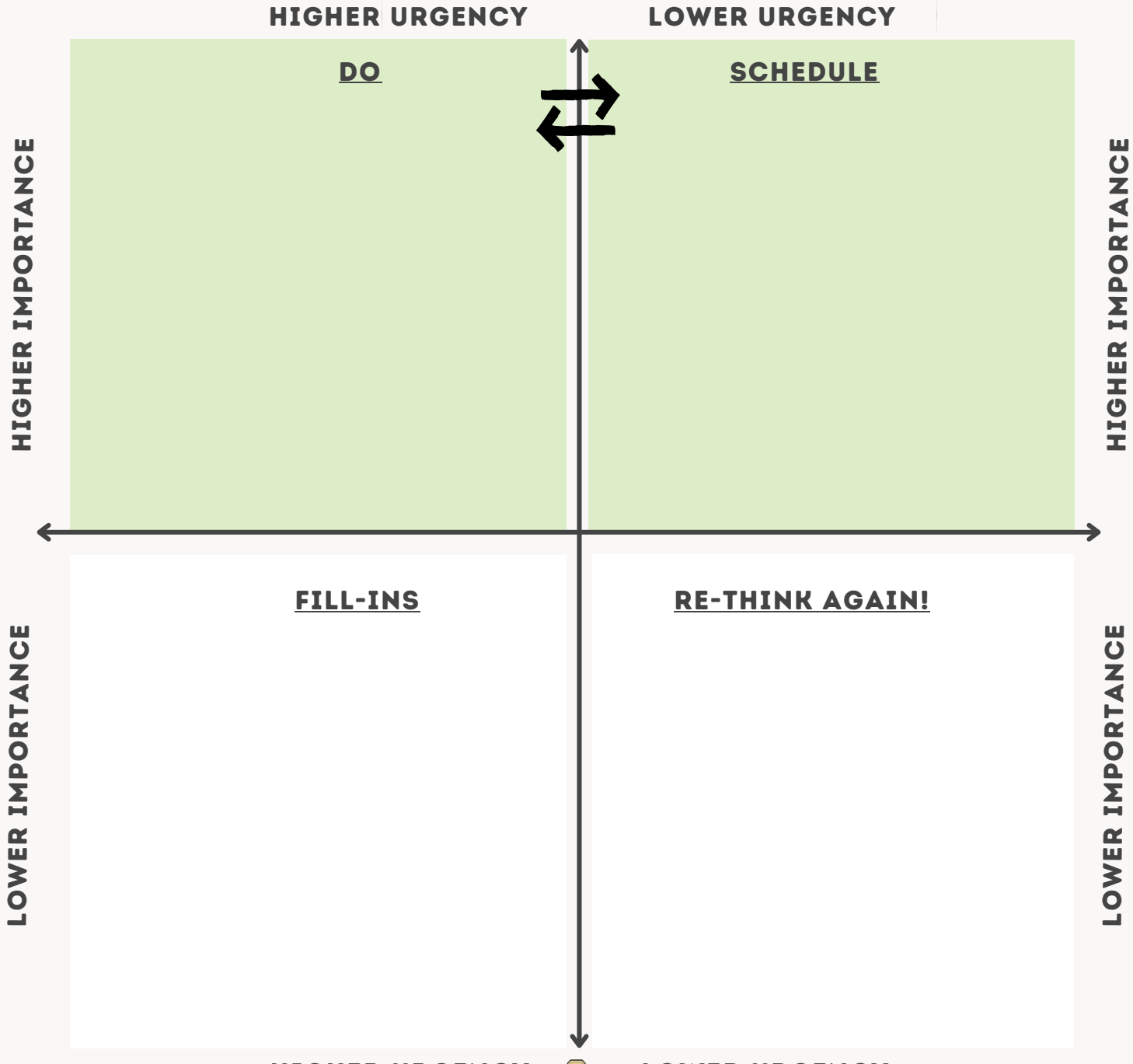
YOUR PRIORITY MATRIX

TO DO:	Urgency	Importance

TO DO:	Urgency	Importance



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PRIORITY CARDS

1. Make a list of everything you have to do.
2. Give each task a score for urgency and importance.
3. Based on their score, plot each task on the matrix.

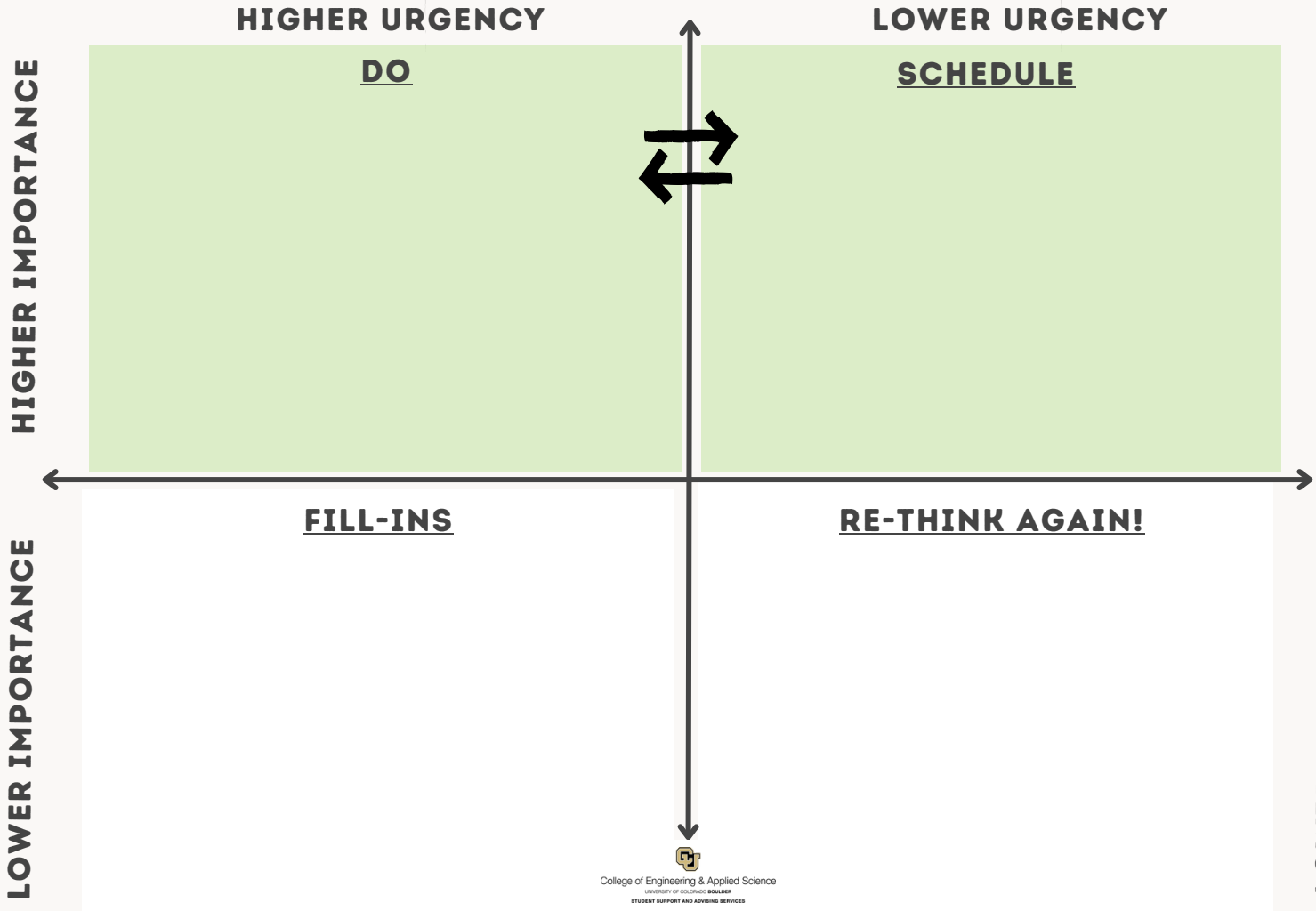
- Begin with “Do” tasks.
- Interchange working on items in the Higher Importance boxes.
- If you have any time left, or need a break from your other work, do any “Fill-in” tasks.
- Items “Re-think Again” box are one’s you want to be mindful of taking up your time.

(0=no urgency, 10 maximum urgency)

(0=little to no importance, 10 major importance)

TO DO:	Urgency	Importance

TO DO:	Urgency	Importance



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