



Prioritisation Grid

Instructions: Tasks which we may think is important may not be urgent when we think about what we're doing. Next time you feel overwhelmed with your to-do list, use this grid to help sort your priorities and what is really urgent.

	URGENT	NOT URGENT
IMPORTANT	DO <i>(Must get it done now!)</i> •	DECIDE <i>(Schedule it & keep to it.)</i> •
NOT IMPORTANT	DELEGATE <i>(Who can do it for you?)</i> •	DELETE <i>(Eliminate it!)</i> •