

Prioritization Worksheet

This worksheet is designed to help you reflect, categorize, and align your tasks with your personal values.



 **Remember:**

Prioritization is the key to doing less while achieving more.

Activity 1: Identify Your Top Priorities

Write down everything you do on a typical day. Now, add everything that you would like to do.

For every item listed, identify whether these activities are important (!) or urgent (*). **Important** tasks are activities that help move you towards your long-term goals and **urgent** activities are those that require your immediate attention.

[illegible]

Activity 2: Use the Eisenhower Matrix

Reflect on your list. Our tasks will fall into one of four quadrants:

- **Quadrant 1:** Urgent/Important
- **Quadrant 2:** Not Urgent/Important
- **Quadrant 3:** Urgent/Not Important
- **Quadrant 4:** Not Urgent/Not Important

This framework was made famous by Stephen Covey and is commonly known as the **Eisenhower Matrix** or the 4Ds framework.

	Urgent	Not Urgent
Important	Do Immediately	Schedule
Not Important	Delegate	Eliminate

Once you have classified your tasks, you can begin to think differently about how to handle the tasks on your list.

Ask yourself:

- What items are neither important or urgent? Can I eliminate these items from my schedule?
- What urgent tasks can someone else handle?
- What tasks should I schedule to make sure I continue to make progress towards my goals?

Write down your reflections:

The **Eisenhower Matrix** is just one prioritization framework you can use to identify tasks to eliminate or postpone.

Activity 3: Alignment with Personal Values

Take a moment to reflect on how your priorities and tasks align with your personal values.

You may want to consider:

- What values are most important to you?
- Did the categorization of any tasks surprise you?
- What changes can you make to better align my time with your values?

Write down your observations:

Action Plan:

Review items in Quadrant 4. ***Identify one task that you can eliminate from your schedule.***
