

Prioritization Worksheet

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



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.

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.***
