Priority Matrix

DATE:

IMPORTANT & URGENT
Do immediately

IMPORTANT, NOT URGENT
Decide when will do

NOT IMPORTANT & NOT URGENT
Do latter

NOT IMPORTANT & URGENT
Delegate

NOTE:
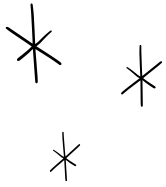
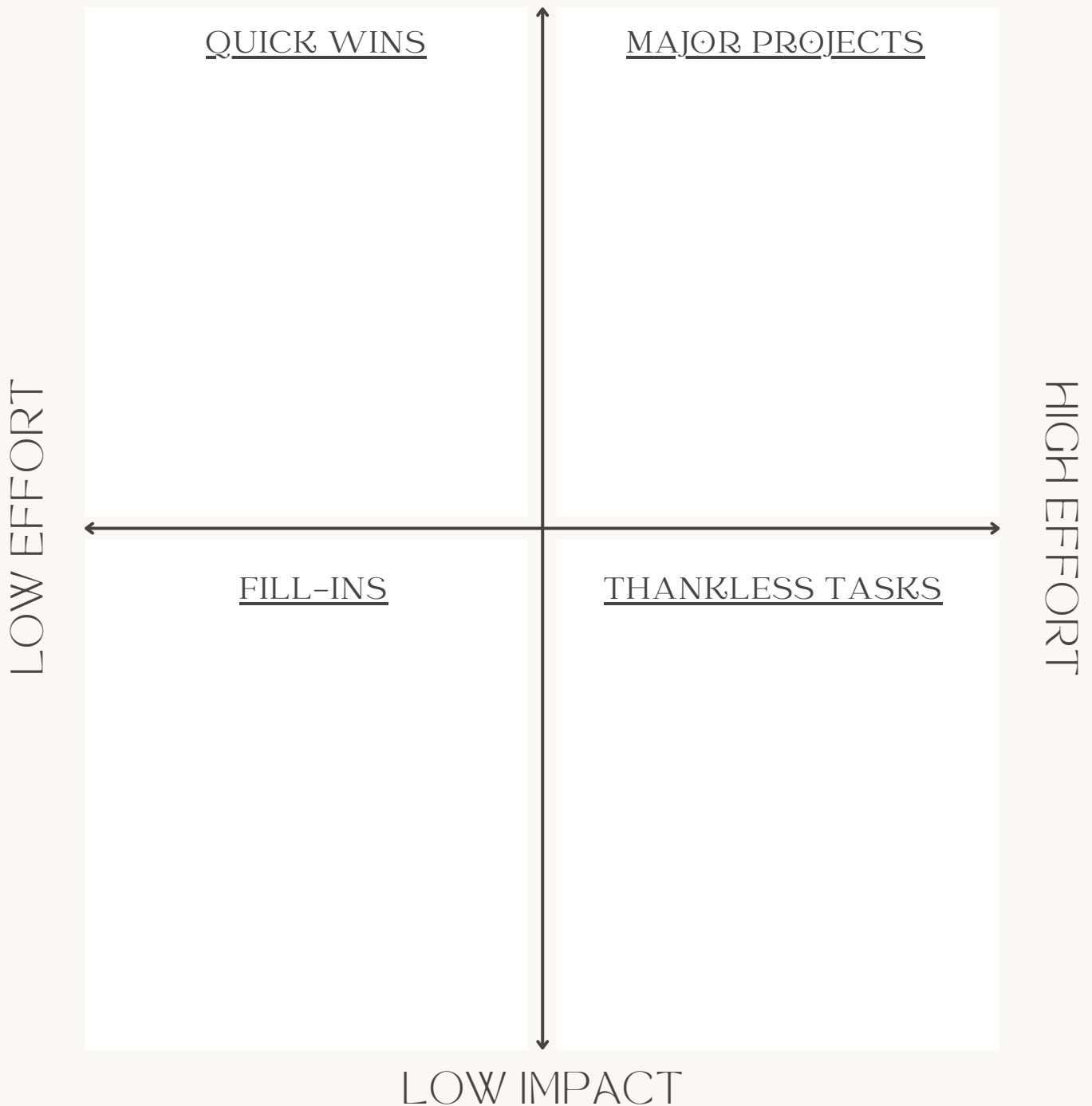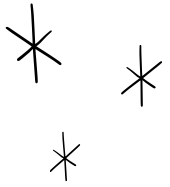

NOTES

MATRIX

THE ACTION PRIORITY MATRIX IS A GREAT WAY TO VISUALISE WHAT TASKS TAKE PRIORITY OVER OTHERS, AND HOW TO BEST ALLOCATE YOUR TIME TOWARDS THEM.

HIGH IMPACT

QUICK WINS

MAJOR PROJECTS

LOW EFFORT

HIGH EFFORT

FILL-INS

THANKLESS TASKS

LOW IMPACT

NOTES

NOTES SPACE

BRAIN DUMP