

Stage 3: Get ready to take action



## Knowing what's important: Matrix of priorities

What helps when your ToDo-List is full of tasks and you don't know where to start?

Prioritizing! The Matrix of Priorities/Eisenhower method helps you quickly identify the activities that you should focus on, as well as the ones you should ignore.

To use the tool, list all of your tasks and activities, and put each into one of the following categories:

- Important and urgent.
- Less urgent but important.
- Urgent but less important,
- Neither urgent nor important.

**Important** activities have an outcome that leads to achieving our goals.

**Urgent** activities demand immediate attention. They are often the ones we concentrate on, though they might not be the most important ones available for the project.

The template on the next page can help you to get an overview of all the tasks, grouping and prioritizing them.

Stage 3: Get ready to take action

Matrix of priorities



Urgent and important	Do first	Less Urgent but important	Schedule
Urgent but less important	Delegate	Neither urgent nor important	Don't do