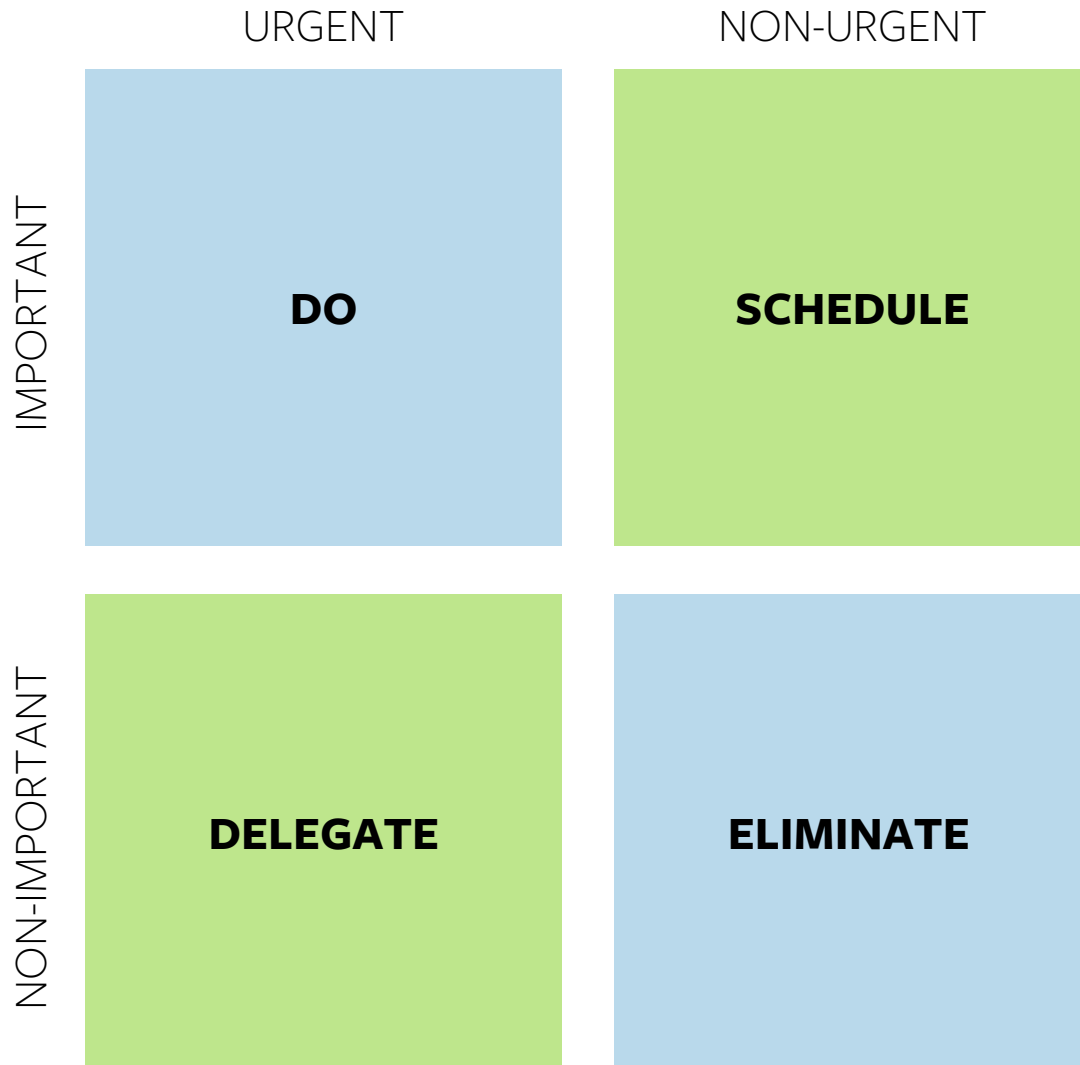


TASK Prioritization GRID

Use this tool to organize your to-do list. The Task Prioritization Grid will help you sort tasks by urgency and importance, and make it easier for you to figure out where to start.



The DO quadrant in the Prioritization Grid includes urgent tasks that require immediate attention. To determine if a task falls into this quadrant, analyze your priorities and decide if it can be achieved within a day or two. Try starting these today.

The SCHEDULE quadrant includes important tasks with less urgent deadlines. These could be long term projects, or tasks such as exercising, meditating, journaling, studying, and friend time. Try adding these tasks to your daily or weekly calendar.

The DELEGATE quadrant consists of tasks that need to be completed but don't affect your long term goals. These tasks may require less focus, but still take time. Try building these tasks into the gaps in your schedule.

The ELIMINATE quadrant consists of tasks that are unnecessary or that are distractions. Examples include constantly checking your phone, watching movies, or playing video games. While taking breaks is important for your mental health, try to be mindful of these tasks.