URGENT VS IMPORTANT MATRIX

Prioritising My Tasks

Mentee Name: _____

Date: _____

Instructions

Write your current tasks, responsibilities, or goals

	URGENT	NOT URGENT
IMPORTANT	**QUADRANT 1: DO FIRST** Tasks that require immediate attention and have a significant impact on your goals. Examples: - Responding to an important client - Meeting a project deadline - Solving an urgent family issue	**QUADRANT 2: PLAN** Tasks that contribute to your long-term success and personal development. Examples: - Learning a new skill - Business planning - Networking - Personal development
NOT IMPORTANT	**QUADRANT 3: DELEGATE OR SEEK SUPPORT** Tasks that need to be done but do not require your direct attention. Examples: - Routine administrative tasks - Household tasks that can be shared - Scheduling appointments	**QUADRANT 4: ELIMINATE OR POSTPONE** Tasks that consume time without contributing significantly to your goals. Examples: - Excessive social media scrolling - Unnecessary meetings - Activities that distract from priorities

How to Use This Tool

1. **Write down all the tasks, responsibilities, and activities currently competing for your attention.**
2. **Place each task in the appropriate quadrant.**
3. **Focus first on tasks in Quadrant 1 (Do First).**
4. **Schedule time for Quadrant 2 (Plan) activities, as these support your long-term growth and success.**
5. **Look for opportunities to delegate or seek support for Quadrant 3 tasks.**
6. **Reduce or eliminate activities in Quadrant 4 whenever possible.**

DO FIRST | Urgent + Important

Tasks that require immediate attention and have a significant impact.

Tasks

PLAN | Important but Not Urgent

Tasks that contribute to long-term goals and development.

Tasks

DELEGATE OR SEEK SUPPORT | Urgent but Less Important

Tasks that need to be completed but may be delegated or supported by others.

Tasks

ELIMINATE OR POSTPONE | Neither Urgent nor Important

Tasks that may distract from priorities.

Tasks

Reflection Questions

- **Which quadrant contains most of your time and energy?**
- **Are you spending enough time on activities that support your long-term goals?**
- **Which tasks could be delegated, simplified, or removed?**
- **What is one important task you will schedule this week?**