

Prioritising Your Work – Urgent/Important Matrix

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YOUR SKILLS
DEVELOP
YOUR MIND

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Working out which tasks to complete first can be daunting, especially if you have a long to-do list. Using an Urgent/Important Matrix can help you to prioritise your workload, simply place each task into the relevant box, based on how urgent and important it is. Which of the tasks are urgent and important? These are the ones that you need to prioritise. Use the urgent/important matrix principles to make sure your to-do lists are put to good use.

	Urgent	Not Urgent
Important		
Not Important		