

# Prioritizing Tasks: The Time Management Matrix

Making A to-do list is the first step toward getting work done. But how do you determine what to tackle first when you don't have enough time to do everything in one day? Effective prioritization can increase your productivity and ensure that your most urgent tasks get immediate attention.

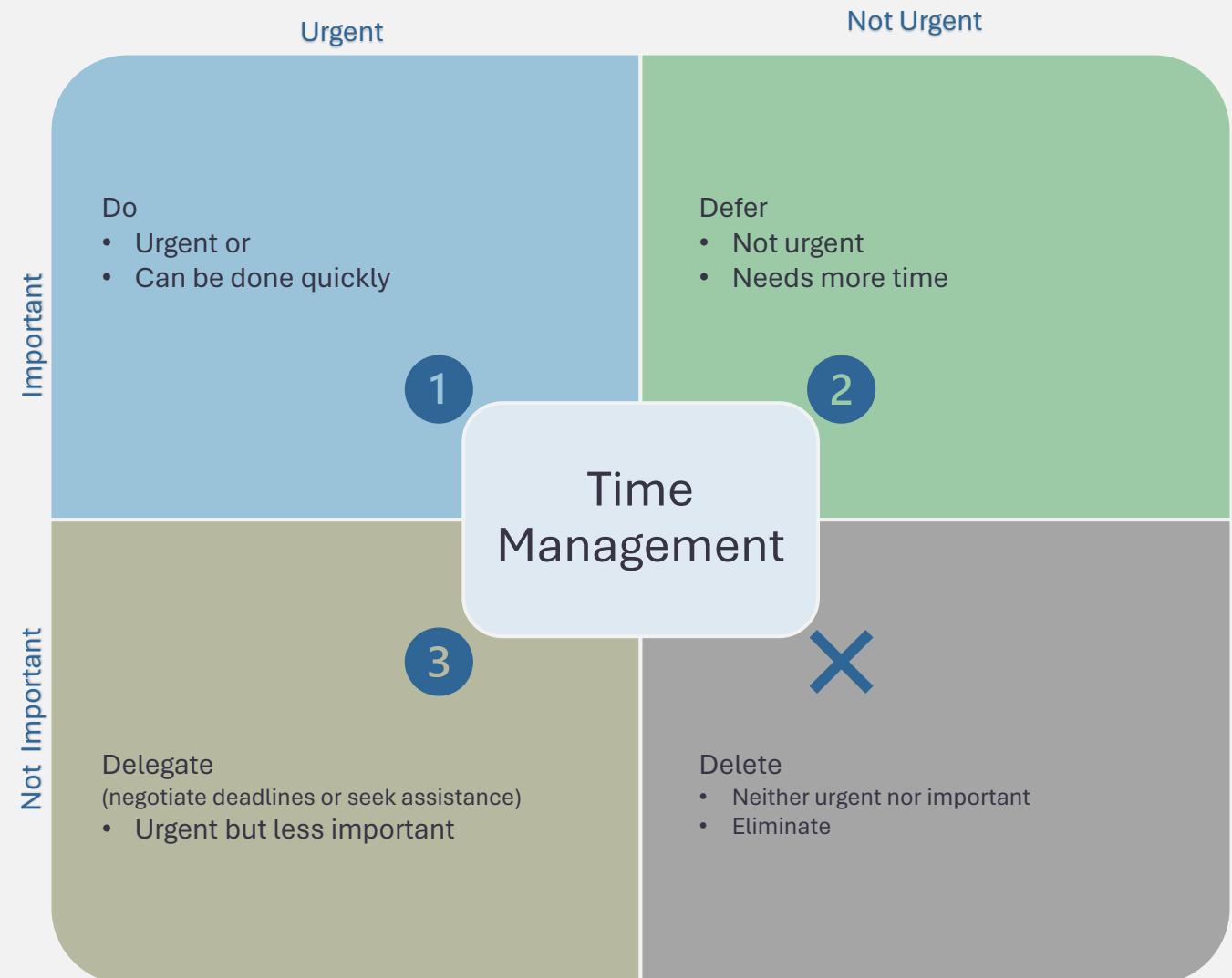
The Eisenhower matrix is a task management tool that helps you distinguish between urgent and important tasks to establish an efficient workflow.

**Quadrant 1:** These tests are urgent and important and should command or immediate attention. Taking care of these tasks first means that the most important tasks are taken care of and don't get missed.

**Quadrant 2:** These tasks are important and not time-sensitive. Tackle them after you have finished tasks in quadrant one. If they are not completed, they have the potential to move to quadrant 1.

**Quadrant 3:** These tests must be done but are not urgent or time-sensitive. See if you can enlist help. If not, complete these tasks after you have finished quadrants one and two.

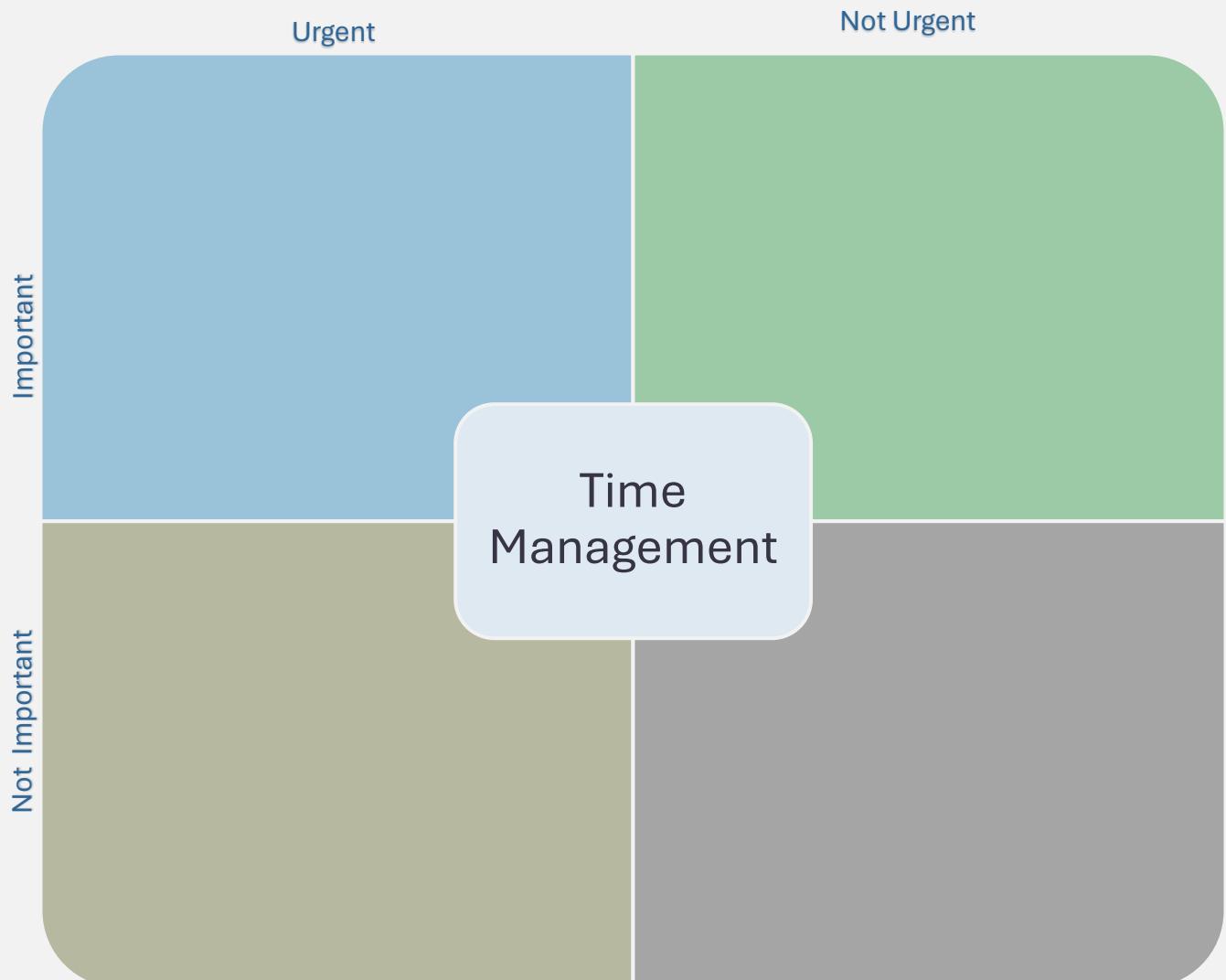
**Quadrant 4:** cross these off and open your schedule. These tasks are inconsequential that you are never going to do, and some are time wasters. What tasks are in quadrant 4? Those tasks that steal our attention and are not necessary.



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Objective: Prioritize 12 tasks by placing them into the correct quadrant of the matrix using the drop-down menus provided.

1. For each quadrant, you will find three drop-down menus.
2. Click on a drop-down menu to see a list of tasks. Review the tasks and consider their importance.
3. From the list, select the task that you believe fits be set into that quadrant. Repeat this step for each drop-down menu in all four quadrants.
4. Once satisfied with your prioritization, review the answer key on the next page.



# Prioritizing Tasks Answer Key

## Your Responses



Your responses may differ, but that does not make them wrong. Consider why they are different and compare them to the suggested response.

Can you support your reasoning?

