

Task Priority Matrix

Week of: _____

80/20 rule

| | <i>Urgent</i> | <i>Not Urgent</i> |
|----------------------|-------------------------------------|-------------------------------------|
| <i>Important</i> | 1 <hr/> <hr/> <hr/> <hr/> | 2 <hr/> <hr/> <hr/> <hr/> |
| <i>Not Important</i> | 3 <hr/> <hr/> <hr/> <hr/> | 4 <hr/> <hr/> <hr/> <hr/> |