

# PRIORITISATION MATRIX

If you find it challenging to prioritise your workload, consider using this prioritisation matrix. Instead of making a single long to-do list, assess each task or project based on two key factors: its importance and its urgency. This method helps you organise your efforts more effectively and focus on what truly matters.

## URGENT / IMPORTANT

Do these things now!

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## NON-URGENT / IMPORTANT

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## NON-URGENT / LOW IMPORTANCE

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