

PRIORITIZATION INFORMATION And Strategies

1

What is Prioritization?

Prioritization is the act of putting tasks, problems, etc. in order of importance, so that you can deal with the most important tasks first.[1]

2

Why is Prioritization Important?

Prioritization promotes structure and efficiency. It helps you organize and plan tasks based on urgency and importance. It has the ability to guide you when deciding what tasks you should complete next.

3

What are Urgent Tasks?

Tasks or activities that are time-sensitive and require immediate attention to avoid immediate consequences. Urgent activities typically support others in achieving their goals.

4

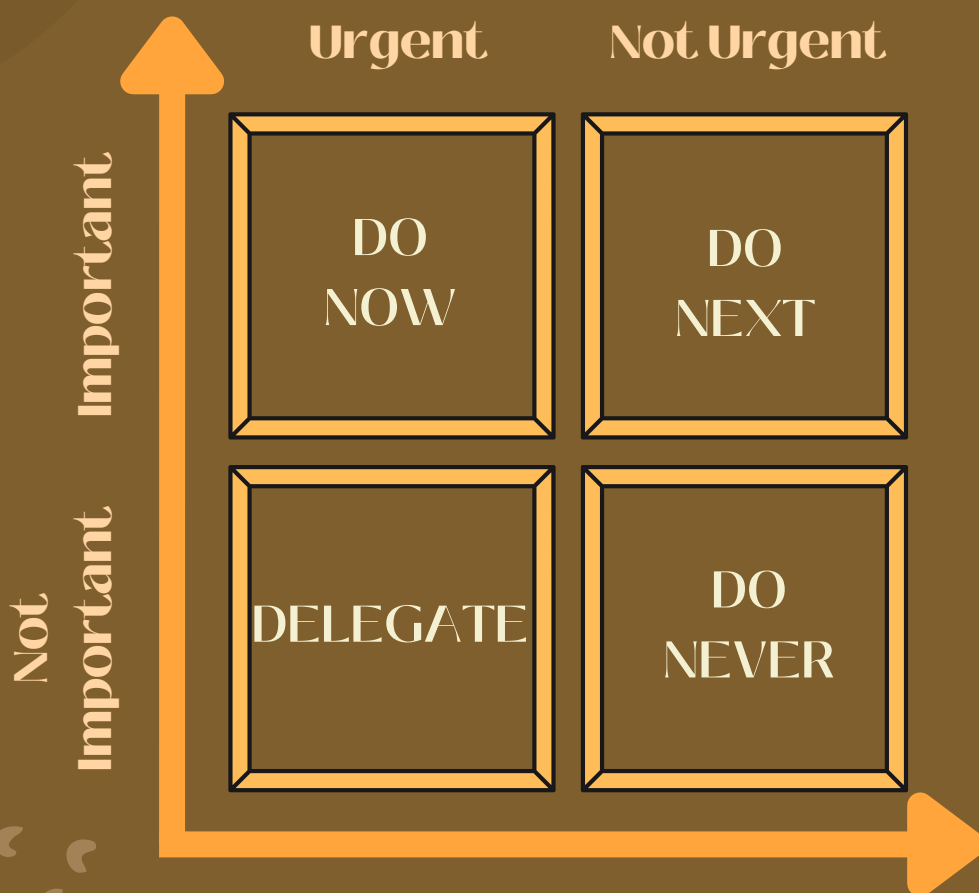
What are Important Tasks?

Tasks or activities that support strategic progress towards your personal and/or professional long-term goals. Important tasks might not be time-sensitive or have a deadline.

LEARNING TO PRIORITIZE

1) The Prioritization Matrix

One way to organize what needs to be prioritized first is by using the prioritization matrix. This matrix allows you to categorize and sort your tasks based on two things--Importance and Urgency. Once you categorize your tasks, it will be clear to you which tasks you should complete first.



01

**DO NOW:
IMPORTANT AND
URGENT**

Tasks that need to be done the soonest and are the most important should be prioritized first. Examples include studying for an exam that is the next day, paying a bill that is due, and completing a required shift at work.

Tasks that are important, but do not need to be done immediately should be prioritized second. Examples include doing homework due in a week, working out, and cleaning your room.

02

**DO NEXT:
IMPORTANT AND
NOT URGENT**

03

DELEGATE: URGENT BUT NOT IMPORTANT


Tasks that are important, but can be completed by someone else. Examples include scheduling an appointment, going to the grocery store, and walking your dog.

Tasks that do not ever need to be completed because they are not important or urgent. This could include watching tv, using social media, and playing games.

04

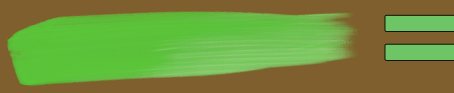
DO NEVER: NOT URGENT AND NOT IMPORTANT

2) List and Code



Another way to organize what needs to be prioritized first is by listing and coding. Write down a list of everything you want to do and/or complete. Then, use highlighters or markers to color code your list by importance. You can choose whatever colors you prefer, but make sure you have four different colors.

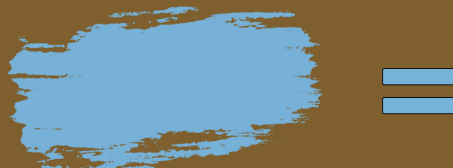
Use colored markers or pens to color code each task on your list



Highest priority tasks



Second-highest priority tasks



Lowest priority tasks



Not a priority whatsoever



3) The Ivy Lee Method

The Ivy Lee Method is a prioritization strategy that helps you plan for the next day. Compile a list of all of your tasks. Then, choose six tasks from your list that you want to get done the next day. Rank each task 1-6. The task you rank as one is most important and the task you rank six is least important. The next day, start with task number one, then number two, and so on. do not move onto the next task until your first task is fully completed.

★ 2	_____	★ 5	_____
★ 6	_____	★ 1	_____
★ 3	_____	★ 4	_____

FINAL TIPS TO EFFECTIVELY PRIORITIZE

- 1) Be aware of your schedule
- 2) Know when you are most productive
- 3) Be realistic about how long each task will take you to complete

Sources:

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