



WORK SHEET

TASK PRIORITIZATION

URGENT	IMPORTANT
1. When is the deadline?	1. Which task is the most important for my work?
2. What are the consequences if it is not done immediately?	2. Why do I have to do it?
3. Who else could do it other than me?	3. Who else could do it other than me?

1. DO FIRST (Important and urgent)	
2. PLAN (Important and less urgent)	
3. DELEGATE (Less important and urgent)	
4. UNNECESSARY TASKS (Less important and less urgent)	