



## Steps to Prioritizing Tasks

**STEP 1:** Write a “To-Do” list itemizing all of the tasks that you need to accomplish

**STEP 2:** Rank or order the items on your list by prioritizing their importance (using Methods 1 or 2 below)

### Method 1: The ABCs of Daily To-Do’s

Label each task with an A, B, or C, according to below:

- A:** Most important tasks (e.g. complete an assignment that is due tomorrow)
- B:** Important tasks but not as urgent as ‘A’ (e.g. study for a test next week)
- C:** Does not require immediate attention (e.g. make an appointment for a haircut)

### Method 2: Using a “Time Matrix”

The Time Matrix method considers both urgency and importance of a task and consists of 4 quadrants. Prioritize your tasks on your To-Do list from **A** (most important and urgent) to **B** (not urgent but important) to **C** (urgent but not important) and **D** (not important and not urgent).

