

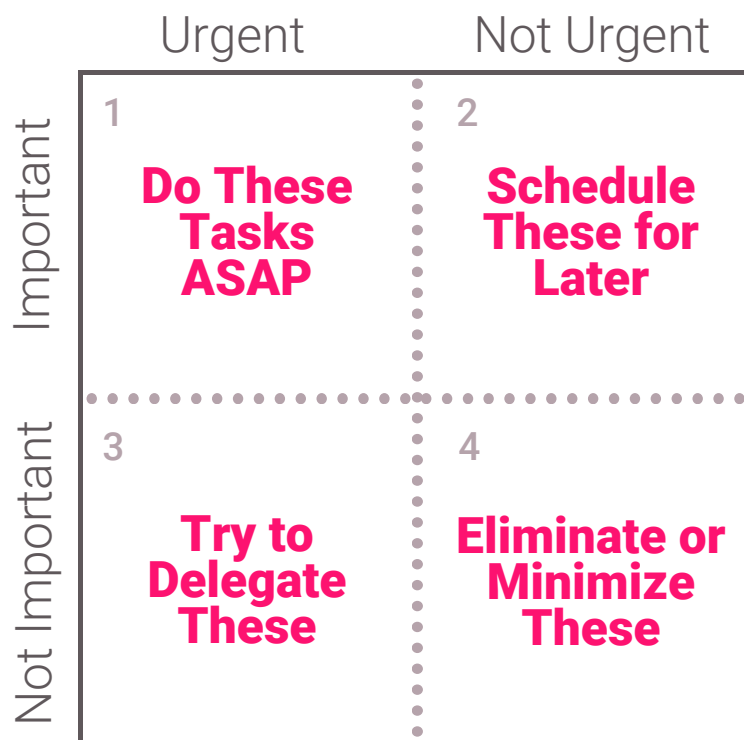
TASK PRIORITY SORTING TOOL

Giving some semblance of order to your massive to do list.

THE THEORY BEHIND IT

Business consultants use an "Eisenhower Matrix" to sort tasks by urgency and importance.

Check out how it works...



WHAT TO DO (WORKSHEET INSTRUCTIONS)

This is an opportunity to organize your to do list so that the things you get done first are actually the things that most need doing.





The next page splits your tasks into three groups, representing quadrants 1, 2, and 3 of the Eisenhower Matrix. (Quadrant 4 gets no representation because you want to eliminate these tasks anyway.)

Take the items you developed on your SWOT analysis and organize them into top priorities, things to schedule, and things to delegate.

Tasks are also subcategorized by the four basic areas of your life (house, spouse, kids, and self). You won't necessarily have the same number of tasks in each category, but you should probably have some in each one.





TOP PRIORITIES (URGENT AND IMPORTANT)

This is the most important tasks for each category. If you get nothing else done, it should be these.

| | | | |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|  HOUSE |  SPOUSE |  KIDS |  SELF |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |





TO SCHEDULE (IMPORTANT, LESS URGENT)

These tasks are still essential, but the world won't end if they don't get done today.

| | | | |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|  HOUSE |  SPOUSE |  KIDS |  SELF |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

TO DELEGATE (URGENT, LESS IMPORTANT)

You know those kids of yours? Consider this an exercise in work ethic. *cough, unpaid labor, cough*

| | | | |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|  HOUSE |  SPOUSE |  KIDS |  SELF |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |