**Triage Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **High Priority** | **Important** | **Low Priority** |
| Sender email | e.g CEO, VP’s, key Clients | e.g Internal colleagues, Project team members | e.g subscriptions to be maintained |
| Subject | e.g Deadline, Meeting invite, Status report | e.g Minutes, Plan, Expense | e.g FYI |
| Body | e.g Critical, urgent | e.g Action plan | e.g unsubscribe, FYI |