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Prioritization Matrix Template

What is Prioritization Matrix Template?

A Prioritization Matrix, also known as an Eisenhower Matrix or Decision Matrix, is a tool used to help individuals and teams prioritize tasks, projects, or decisions based on their urgency and importance. It's a simple yet effective framework for making informed decisions about how to allocate time and resources.

The typical Prioritization Matrix Template looks like this:

Urgency	Importance
—	—
High	Must-Do (Urgent & Important)
Medium	Should-Do (Important but Not Urgent)
Low	Could-Do (Urgent but Not Important)
Very Low	Won't-Do (Not Urgent or Important)

Here's a breakdown of each quadrant:

Must-Do (High Urgency & High Importance): Tasks that are both urgent and important require immediate attention. Examples might include addressing a critical issue, meeting a deadline, or resolving an emergency.

Should-Do (Medium Urgency & High Importance): Important tasks that are not urgent should be done as soon as possible. These might include long-term projects, planning, or strategic initiatives.

Could-Do (High Urgency & Low Importance): Tasks that are urgent but not important can often be delegated or postponed. Examples might include responding to non-critical emails or attending non-essential meetings.

Won't-Do (Low Urgency & Low Importance): Tasks that are neither urgent nor important can usually be eliminated or minimized. These might include busywork, unnecessary reports, or procrastination activities.

When using a Prioritization Matrix Template, follow these steps:

1. Identify the tasks, projects, or decisions you need to prioritize.
2. Assess each item's urgency and importance on a scale of high to low.
3. Plot each item on the matrix according to its urgency and importance.
4. Review the matrix to identify the most critical items that require immediate attention (Must-Do).
5. Evaluate the next highest-priority items, which should be important but not urgent (Should-Do).
6. Consider delegating or postponing tasks that are urgent but not important (Could-Do).
7. Eliminate or minimize tasks that are neither urgent nor important (Won't-Do).

By using a Prioritization Matrix Template, you can make more informed decisions about how to

allocate your time and resources, focus on high-priority activities, and achieve your goals more effectively.

problem, task, management, priority, decision, making, acs, urgent, importance, Eisenhower, matrix

Prioritization Matrix Template

Project/Task Overview

☐

Instructions

1. **List your tasks or projects** in the first column.
2. **Briefly describe each task** in the second column.
3. **Rate the importance** of each task on a scale from 1 (low) to 5 (high).
4. **Rate the urgency** of each task on a scale from 1 (low) to 5 (high).
5. **Calculate the total score** for each task by adding the importance and urgency scores.

Color-Coding (Optional)

- **High Priority** (Total Score 8-10): ☐
- **Medium Priority** (Total Score 5-7): ⚠
- **Low Priority** (Total Score 2-4): ☐

Final Prioritized List

☐

📄 Export as PDF

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