

Learning Tip:

# Time Management: How to Prioritize

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# Time Management: How to Prioritize

- ▶ Do you ever feel overwhelmed or burnt out by having more to do than time?
- ▶ You can prioritize tasks by answering the following two questions:
  1. “Is it urgent?”
  2. “Is it important?”

# The Eisenhower Matrix (Urgent vs. Important)

- ▶ **Urgent & Important (Do now):** Tasks with consequences for not taking immediate action.
  - ▶ Block focused time and complete these first.
- ▶ **Important but Not Urgent (Schedule):** Work aligned with your long-term goals (e.g., projects, skill practice, exercising).
  - ▶ Most prone to procrastination — put them on your calendar in regular slots.
- ▶ **Urgent but Not Important (Delegate/Limit):** Busy work or interruptions (e.g., last-minute favors, nonessential meetings).
  - ▶ Say no or limit time spent; handle quickly if necessary.
- ▶ **Not Urgent & Not Important (Eliminate):** Low-value distractions that drain time and energy.
  - ▶ Avoid or strictly time-box these.