



# Task Management

1. Opener. Tomorrow’s to-do list:

2. Priority Matrix. Move the tasks from your to-do list above into the matrix below.

HIGH importance, HIGH urgency	HIGH importance, LOW urgency
LOW importance, HIGH urgency	LOW importance, LOW urgency

**3. Prioritized To-Do List.** Reorder your to-do list according to where you placed tasks in the priority matrix.

HIGH IMPORTANCE, HIGH URGENCY  <b><i>DO IT NOW</i></b>	HIGH IMPORTANCE, LOW URGENCY  <b><i>SCHEDULE IT</i></b>
LOW IMPORTANCE, HIGH URGENCY  <b><i>DO IT LATER</i></b>	LOW IMPORTANCE, LOW URGENCY  <b><i>DO IT LAST</i></b>

**4. My Final To-Do List.** Reorder your to do-list for maximum productivity. Identify an “entry point” task for the start of the list, and a “reward” task for the bottom of the list. The middle should be ordered as in part 3. Let’s also schedule these tasks, assigning them to hours in the day (to the right).

Final To-do List	Schedule	
	8-9	
	9-10	
	10-11	
	11-12	
	12-1	
	1-2	
	2-3	
	3-4	
	4-5	
	5-6	
	6-7	
	7-8	
	8-9	
	9-10	
	10-11	