

# Urgent Important Matrix: A Practical Task Prioritization

	URGENT	NOT URGENT
IMPORTANT	Tasks to do immediately:	Tasks to schedule for later:
	1.	1.
	2.	2.
	3.	3.
NOT IMPORTANT	Tasks to delegate:	Tasks to consider dropping:
	1.	1.
	2.	2.
	3.	3.

## Notes:

1.

2.

3.

**Actions to be taken:**

1.

2.

3.