

Priority Matrix

Urgent against important – the four-box sort that ends most to-do-list arguments.

DATE

WHAT THIS LIST IS FOR

URGENT + IMPORTANT

Do it now

IMPORTANT, NOT URGENT

Schedule it — this is where the good work lives

URGENT, NOT IMPORTANT

Delegate it or shrink it

NEITHER

Delete it without guilt

Most people live in box one and wonder why nothing improves. Box two is the one that changes the next six months.