PROJECT PRIORITY MATRIX TEMPLATE
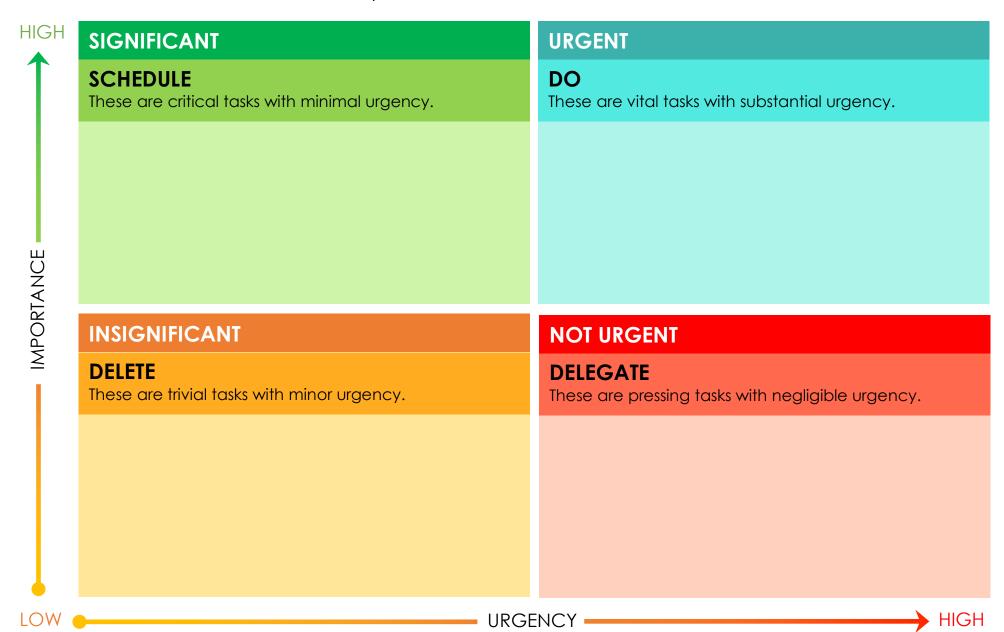
Use this template to prioritize project tasks and determine which activities to tackle, delegate, or delete in order to make the most efficient use of your time.

HIGH

IMPORTANCE

SIGNIFICANT

SCHEDULE
These are critical tasks with minimal urgency.

URGENT

DO
These are vital tasks with substantial urgency.

INSIGNIFICANT

DELETE
These are trivial tasks with minor urgency.

NOT URGENT

DELEGATE
These are pressing tasks with negligible urgency.

LOW —————————————— URGENCY ——————————→ **HIGH**

DISCLAIMER