

## Prioritising Tasks

When we have lots of tasks to do it can be difficult to decide what to do first. To help us prioritise tasks, we need to think about urgency and importance. Urgency is the speed at which the task needs to be completed. Importance is the value of the task.

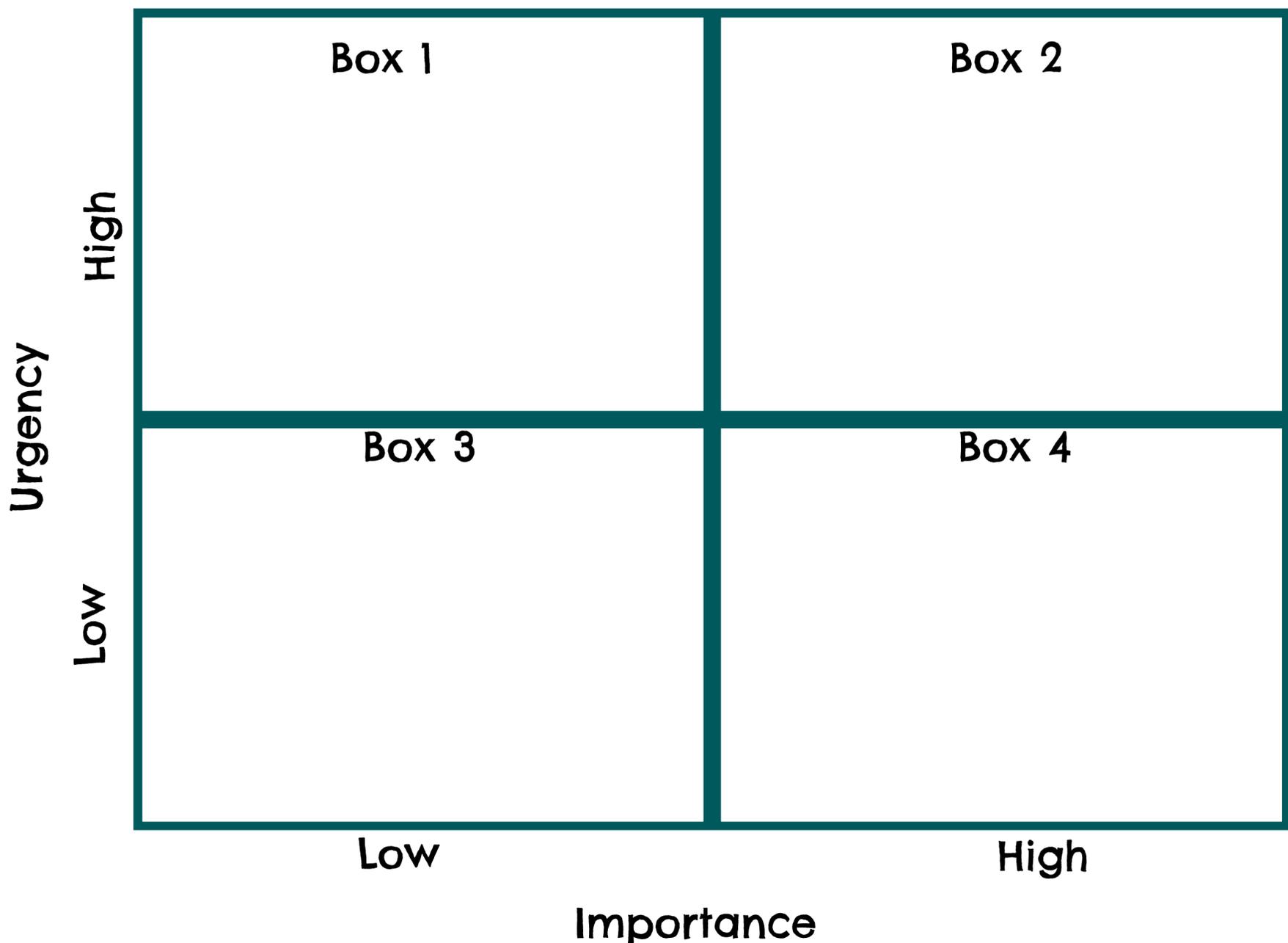
Try dividing your tasks into the boxes below by asking yourself how urgent that task is, and how important it is.

Box 1 = Needs to be done quickly but is not too important.

Box 2 = Needs to be done quickly and is very important.

Box 3 = Does not need to be done too quickly and is not that important

Box 4 = Does not need to be done too quickly but is very important.



Now you have divided your tasks you can prioritise what order they go in. Box 2 should be your priority.

Box 2 = Do Now

Box 1 = Do Soon

Box 3 = Do when you have time

Box 4 = Set dedicated time