

Workshop: Staying Organized

Activity: Prioritize tasks

How can you manage your time?

You can start managing your time by prioritizing tasks. Prioritizing avoids the natural tendency to concentrate on the easy and simple tasks and to allow too many interruptions.

Prioritize tasks

1. Make a list of all your tasks and activities for the day or week.
2. Rate these tasks by how important or urgent they are.
 - a. **Urgent** tasks are those that must be done right away to avoid a major problem. Many people never deal with important things until they become urgent. This approach always leads to stress.
 - b. **Important** tasks are those that are meaningful or important to you or you must do to avoid a problem.
 - c. **Not important** tasks are ones that don't need to be done or that aren't important to you.
3. After you have your list and have rated the items, think about how you are spending your time.
 - a. If you take care of important tasks in a timely way, you won't have as many urgent tasks to worry about.
 - b. Think about how you can redirect your time to activities that are important and meaningful to you.
 - c. Are you spending a lot of time on things that are not important or urgent?
4. Eisenhower Matrix

