

LEARNING TO PRIORITISE

And enter a stress-free world of clarity

The matrix shared below is called many names - Important-urgent matrix or the Eisenhower matrix. It relieves pressure and stress especially when there are a lot of things on your mind and when you feel overwhelmed with them.

Steps:

1. Make a list of all the things that you have to do. This is like an exhaustive list of everything...small, medium, or big; important, not important, insignificant, at work, at home! Do not leave out anything from the list if it is something that you feel you need to address or do now or in the near future. Otherwise, because it will all add up! At this stage, do not start to think about whether it should be on the list or not - if you have thought of a task, then just put it there on this laundry list that we are creating now!

WORK FRONT (professional)	ME FRONT (my time)	PERSONAL FRONT (other non-work- related tasks)

2. Understand the Matrix - The matrix is a grid made up of the following 4 quadrants:

Quadrant of Regret: Low Importance & Low Urgency - These are tasks that you reach out to when you want to procrastinate something that is otherwise important or when you feel too stressed/tired to do those other important things. Typical things would be scrolling unconsciously for hours on your phone or binge watching - things you do and feel regret later!

- Action for such tasks - Delete them from your list or cancel them or get out of them as best you can

Quadrant of Deception: Low Importance & High Urgency - These are tasks that are not important for you but seem to be urgent because of someone else. For example, you feel you have to go to a party because someone else wants you to, someone asks you for support right now and you cannot say no, the task needs to be done but there is no one else.

- Action for such tasks - Delegate them to someone else, learn to say no, find solutions that do not involve your active participation and time

Quadrant of Necessity: High Importance & High urgency - There are your first priority and tasks that you have to do NOW! Get started on them and be careful to put achievable deadlines towards the goal.

- Actions for such tasks - Do NOW! And finish them off.

Quadrant of Personal Leadership: High Importance & Low urgency - These are tasks that help you reach your ultimate long-term goal but may not be urgent to do right now. If you do not address tasks in this quadrant in time and spend time in the Quadrant of Regret, these very tasks become urgent and move to the Quadrant of Necessity!

- Actions for such tasks - Decide when to do these and schedule a time when you will start and finish these. These are the tasks that the procrastinator needs to watch out for!

3. Creating your Matix - Place each of your tasks into one of the boxes. Have a long look at each of the quadrants. Soak it in.

High Importance – High Urgency (DO NOW)	High Importance – Low Urgency (DECIDE & SCHEDULE)
Low Importance – High Urgency (DELEGATE/SAY NO)	Low Importance – Low Urgency (DELETE)

4. Plan your action

- a. Which low importance/low urgency tasks can you delete? Which of these would you like to limit in terms of the time you spend on each?
- b. Which low importance/high urgency tasks can you delegate to another person? Who can you delegate it to? Which ones can you say no to? What will help in saying no assertively without hesitation?
- c. How can you quickly finish the high importance/high urgency tasks now?
- d. What first step do you need to take in order to start with the high importance/low urgency task right away without any procrastination on the start? With what regularity or frequency will you keep working on it?

What clarity are you gaining of your task priorities now?