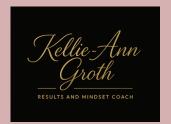
Prioritising Tasks Effectively



Why is This Skill Important?

Without prioritisation, you may spend time on low-value tasks while neglecting important ones, leading to stress and unfinished work.

Why Might You Struggle With This?

Check	all	tnat	apply:	

Everything feels equally important, so I don't know where to start.
I get caught up in small tasks and don't finish big projects.
I procrastinate on hard or overwhelming tasks.
I try to do everything at once and feel scattered.



The Eisenhower Matrix

Sort today's tasks into the four quadrants below:

Urgent & Important	Not Urgent but Important
Urgent but Not Important	Not Urgent & Not Important



Developing a Prioritisation System

What is your biggest time-waster?
What is one thing you can stop doing to free up time?
vnat is one thing you can stop doing to free up time?
What is the most impactful task you should focus on today?
Reflection Question:
What makes it hard for you to prioritise, and how can you simplify your decision-making?