

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 that 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?

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?
