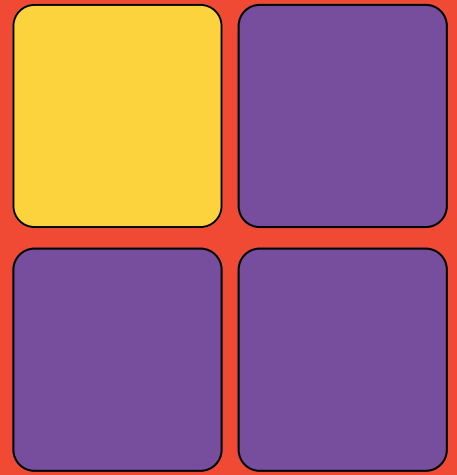# mindED

Prioritization Matrix

It's easy to feel overwhelmed when there are many things to do.

Use this Prioritization Matrix to declutter and segregate the tasks in your mind.
This will help you figure out which tasks you need to work on first before you move on to the rest.

	URGENT	NOT URGENT
IMPORTANT	Do First	Do Later
NOT IMPORTANT	Delegate	Eliminate