

# Setting Priorities

Setting priorities is important for focus and to achieve your goals effectively. Here are 5 steps to help you set priorities better ↓

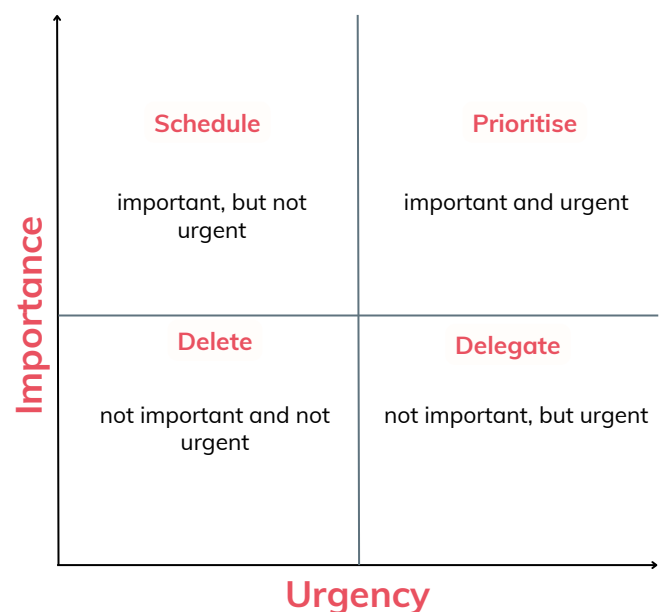
- **Define your goals clearly:** Identify your goals and determine what is truly important.
- **Assess urgency and importance:** Differentiate between urgent and important tasks to better set your priorities.
- **Write to-do lists:** Write down all tasks and organize them by their significance and urgency; delegate where possible.
- **Plan your time:** Manage your time carefully by setting realistic deadlines for each task.
- **Maintain flexibility:** Be ready to adjust your priorities as new situations arise.

On the next page, you'll find a blank Eisenhower Matrix for you to fill out.

## Eisenhower Matrix

💡 The Eisenhower Matrix is a useful tool for prioritizing tasks based on a combination of urgency and importance. Named after former U.S. President Dwight D. Eisenhower, who was known for his efficient work habits, this matrix helps you categorize tasks into different areas, sorting them into important and unimportant categories.

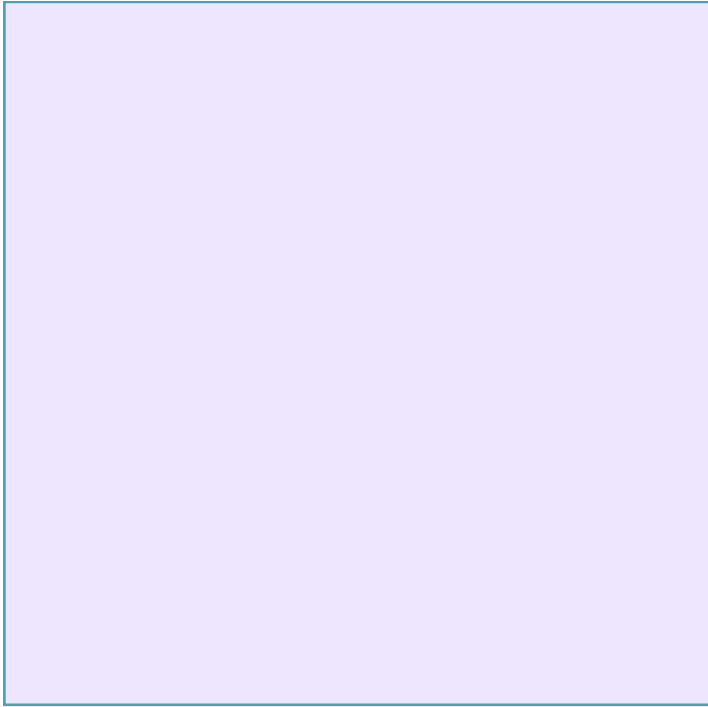
In stressful situations, it allows you to keep track easily and see at a glance where your priorities lie.



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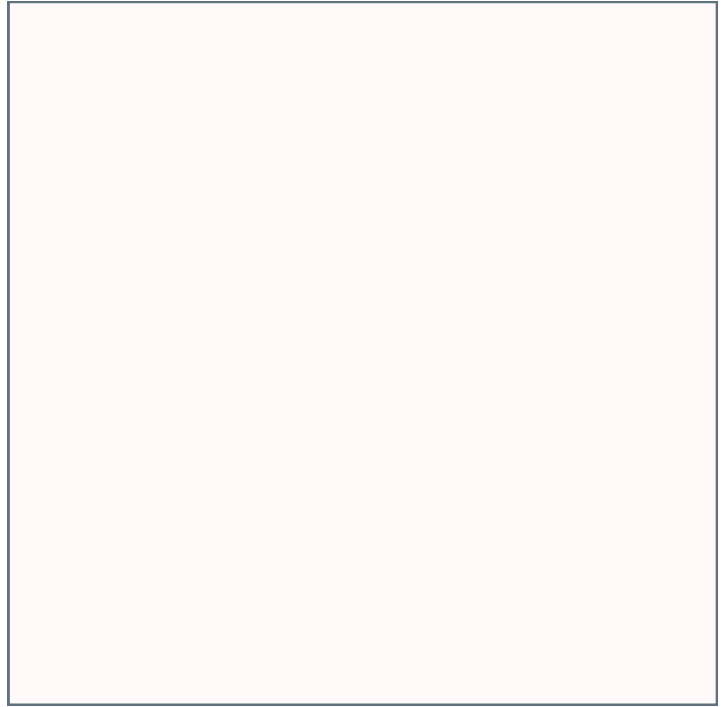
## using the Eisenhower Matrix

Important & not urgent



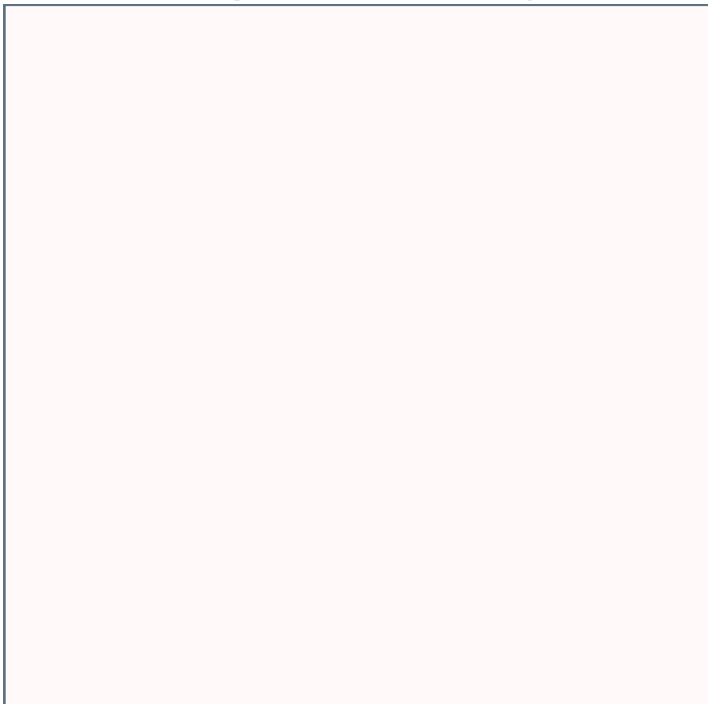
Schedule

Important & urgent



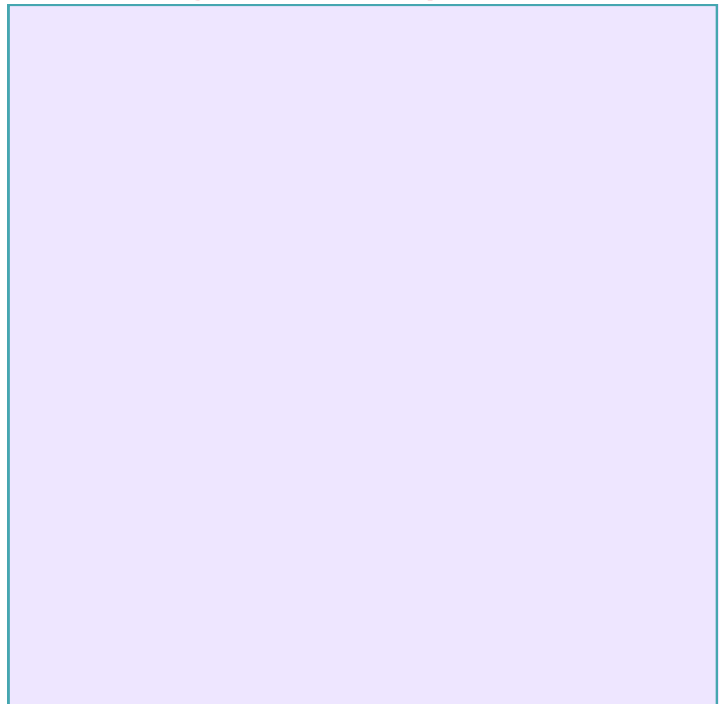
Do

Not important & not urgent



Delete

Urgent & not important



Delegate