







**Master List:**

	Urgent	Not Urgent
Important	 <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	 <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
Not Important	 <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	 <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

**Prioritization Grid**

This fillable grid is a tool for prioritizing your to-do list! Here's some guidelines to use:

- Urgent/ Important--> Do it ASAP
- Not Urgent/ Important--> Schedule It
- Urgent/ Not Important (that **you** do it)--> Delegate It
- Not Urgent/ Not Important--> Limit/ Be Aware