

Task Delegator

This is the Eisenhower Matrix.

It can be a great help for sorting out your priorities with your tasks for the day, week or month.

	Urgent	Not Urgent
Important	<p>Important tasks you need completed as a priority before anything else eg: completing your quiz by the deadline</p>	<p>Tasks you should make a start on or begin to make progress on eg: planning for a unit project</p>
Not Important	<p>Potential unexpected/unplanned tasks eg: meetings, interruptions, work commitments that might affect your study time</p>	<p>Tasks that are not important and you can do in spare time. Potential distractions or time-wasters eg: social media posting, reading a book, watching a movie</p>