## **Task Prioritization Matrix Template**

Use this template to prioritize project tasks and determine which activities to tackle and which ones to delegate or delete to make the most efficient use of your time.

HIGH	Significant	Urgent
	Schedule These are critical tasks with minimal urgency.	Do These are vital tasks with substantial urgency.
Importance	Insignificant	Not Urgent
	Delete These are trivial tasks with minor urgency.	Delegate These are pressing tasks with negligible impact.
LOW		
LOW	Urgen	cy HIGH

## **DISCLAIMER**

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