

# *Organized* TO-DO LIST

TASK MANAGEMENT MADE EASY



WORKBOOK

[delegatetoday.co](https://delegatetoday.co)

# WELCOME!

Congratulations on taking the first step toward taking control of your tasks and boosting your efficiency! This workbook is designed to help you organize your to-do list, prioritize your tasks, and stay focused on what truly matters.

With the Task Prioritization Matrix, you'll gain clarity, reduce overwhelm, and create a clear plan of action every day. Let this tool guide you in prioritizing what truly matters, helping you stay organized and focused as you work toward achieving your goals.

Let's get started! 🚀

*Love,*

*Janel x*

# Task Prioritization Matrix

Use this matrix to categorize your tasks based on urgency and importance:

**Urgent:** Requires immediate attention.

**Important:** Significant for achieving goals.

Review your tasks and place them into the appropriate quadrant.

**URGENT & IMPORTANT**

**NOT URGENT & IMPORTANT**

**URGENT & NOT IMPORTANT**

**NOT URGENT & NOT  
IMPORTANT**

The main things I must complete **first thing in the morning**.

The main things I must complete today.

**People I need to reach out today.**  
List the people you have to reach out to today.

**People I'm waiting on.**  
List the people who you need something from to move forward.

## Not Urgent & Important Tasks: Next Steps