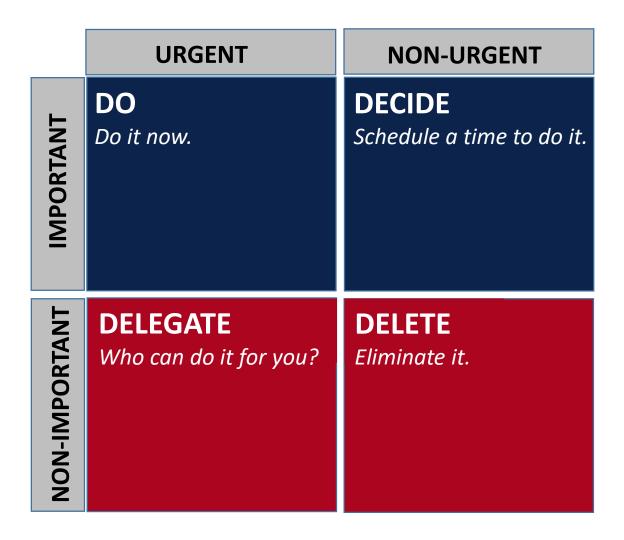
LEADING FROM A DISTANCE: PRIORITY MATRIX

Setting new goals for your unit as you adjust for changes in work hours will be integral to maintaining a positive and productive environment. Use this worksheet to categorize and prioritize your unit's workload in order to re-scope and establish new timelines.



Write out a list of all of your unit's tasks and projects. Utilize the following criteria to help prioritize them:

- 1. **DO** Tasks/projects that fall under the 'Important and Urgent' category are top priorities.
- 2. **DECIDE** Tasks/projects that fall under the 'Important but Non- Urgent' category are lower priorities, things you should schedule for later.
- DELEGATE- Tasks/projects that fall under the 'Urgent but Non-Important' category are good candidates for delegation.
- **4. DELETE-** Task/projects that fall under the 'Not-Urgent or Important' category are things you probably just shouldn't do.

This Eisenhower matrix is one of many ways to prioritize the tasks of your team. For other methods, visit: https://zapier.com/blog/how-to-prioritize/



