

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.

	URGENT	NON-URGENT
IMPORTANT	DO <i>Do it now.</i>	DECIDE <i>Schedule a time to do it.</i>
NON-IMPORTANT	DELEGATE <i>Who can do it for you?</i>	DELETE <i>Eliminate it.</i>

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

- DO** - Tasks/projects that fall under the 'Important and Urgent' category are top priorities.
- 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.
- 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/>

