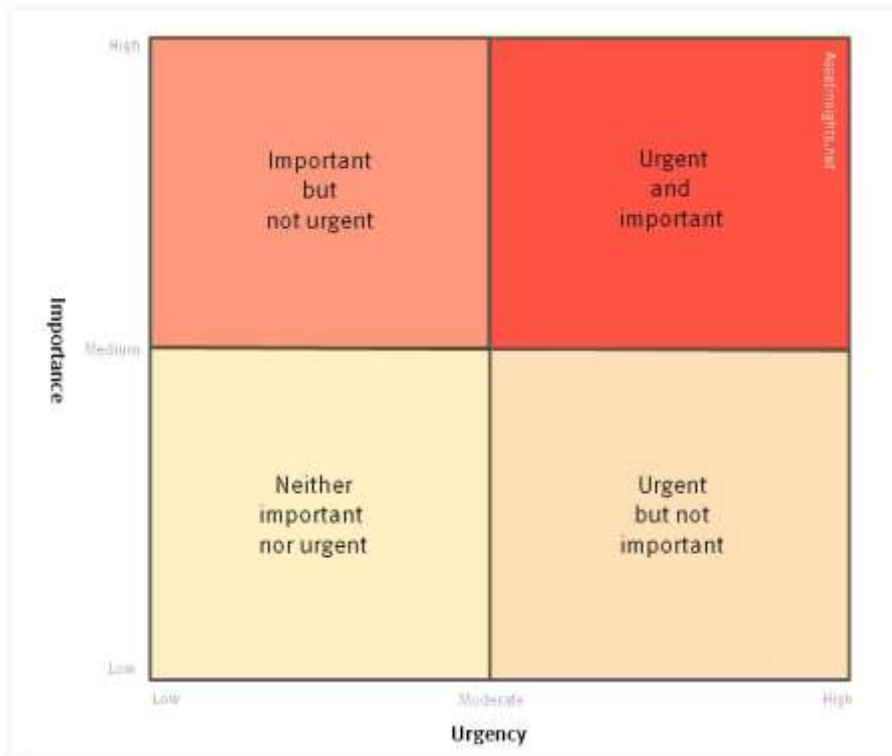## The Prioritisation Matrix

If you are looking at another way to prioritise tasks is by using the prioritisation matrix. The prioritisation matrix is as follows:

The Prioritisation Matrix allows you to divide tasks up in accordance to which tasks are important but not urgent, urgent, and important, neither important nor urgent, urgent but not important. When you are categorising things in neither important nor urgent and urgent but important- do not put tasks/activities relating to your course as everything relating to your course is important. An example of how you could do this detailed below.

Important but not urgent	Urgent and important
Read the journal article on Criminal Law that my tutor sent. Start coming up with ideas for the essay I have due after this one.	Plan for the essay that I have due next. Go and get feedback from my tutor about the last essay that I got.
Neither important nor urgent Renew my Netflix Account. Start thinking about where I want to go on holiday next year.	**Urgent but not important** Take out the bins. Send letter.

Once you have divided tasks into these categories you will then have a clearer idea of the tasks you need to complete first.

If you would like to try out the Prioritisation Matrix for yourself, there is a blank template that you can use.

Important but not urgent	Urgent and important
Neither important nor urgent	**Urgent but not important**