Priority Organiser
What's important / urgent?

This activity can help you prioritise your tasks

1. Write the tasks/activities you believe you need to fit into your week – in no particular order.

2: How **important** is it to do this at all?
6 = unimportant
10 = essential

3. If this is to be done, how **urgent** is it?
1 = urgent
5 = it can wait

4. **Subtract** the number in **3** from the number in **2**. The **highest** scores in this column are likely to be the most **urgent**.

5. Place the tasks in order of priority, and the time or date to do each one.

1 **List of things to do**	**2:** **Important** need to do (scale 6-10) 6 = unimportant 10 = essential	**3:** **Urgent** do now (scale 1-5) 1 = urgent 5 = it can wait	**4:** (A – C)	**5:** **Order of priority/when**
Example: Hair cut	9	5	9 – 5 = **4**	(clearly, not a high priority)