

PAGE 1: FILLED EXAMPLE

Example: Product team weekly prioritization

DO FIRST

Urgent + Important

- Fix critical production bug
- Respond to client escalation
- Submit compliance report

SCHEDULE

Not urgent + Important

- Plan Q3 product roadmap
- Set up test pipeline
- Prepare investor update

DELEGATE

Urgent + Not important

- Update API documentation
- Design social media graphics
- Schedule team building

ELIMINATE

Not urgent + Not important

- Optional status sync meeting
- Redesign internal wiki
- Research competitors

HOW TO SORT CORRECTLY

URGENT

Has to happen today or this week.

IMPORTANT

Moves the needle on your actual goals.

DELEGATE

Someone else can own it.

ELIMINATE

Nothing is lost if it never happens.

PAGE 2: FILL IN

Sort tasks into 4 quadrants by urgency and importance.

<p>DO FIRST Urgent + Important</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>SCHEDULE Not urgent + Important</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>DELEGATE Urgent + Not important</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>ELIMINATE Not urgent + Not important</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Notes / Next steps
