**PROJECT PRIORITY MATRIX TEMPLATE**

Use this template to prioritize project tasks and determine which activities to tackle, delegate, or delete in order to make the most efficient use of your time.

**URGENT**

**DO**

These are vital tasks with substantial urgency.

These are vital tasks with substantial urgency.

**SIGNIFICANT**

**SCHEDULE**

These are critical tasks with minimal urgency.

HIGH

**NOT URGENT**

**DELEGATE**

These are pressing tasks with negligible urgency.

**INSIGNIFICANT**

**DELETE**

These are trivial tasks with minor urgency.

URGENCY

HIGH

IMPORTANCE

LOW

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