**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12175&utm_source=template-word&utm_medium=content&utm_campaign=task+prioritization+matrix+template-word-12175&lpa=task+prioritization+matrix+template+word+12175)TASK PRIORITY MATRIX**

|  |  |  |
| --- | --- | --- |
|  | 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. | |
| **HIGH** | **SIGNIFICANT** | **URGENT** |
|  | **SCHEDULE** | **DO** |
|  | **These are critical tasks with minimal urgency.** | **These are vital tasks with substantial urgency.** |
|  |  |  |
| **IMPORTANCE** | **INSIGNIFICANT** | **NOT URGENT** |
|  | **DELETE** | **DELEGATE** |
|  | **These are trivial tasks with minor urgency.** | **These are pressing tasks with negligible impact.** |
| **LOW** |  |  |
| **LOW** | **URGENCY** | **HIGH** |

|  |
| --- |
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