**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** |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |