

## How to Prioritize Tasks

Task prioritization is the process of determining which tasks are the most important and should be completed first. By prioritizing your tasks, you can focus your time and energy on the things that matter most, and you can avoid feeling overwhelmed. Here are some tips:

1. **Identify your goals.** What do you want to achieve right now? Once you know your goals, you can start to prioritize your tasks based on how they contribute to your goals.
2. **Use the Eisenhower Matrix.** The Eisenhower Matrix is a simple but effective tool for prioritizing tasks. It divides tasks into four quadrants:
  - Important and urgent: These are the tasks that need to be done immediately.
  - Important but not urgent: These are the tasks that you should schedule time for.
  - Urgent but not important: These are the tasks that can be delegated or dropped.
  - Not important and not urgent: These are the tasks that you can ignore.
3. **Set deadlines for yourself.** Deadlines can help you stay on track and avoid procrastination. When you set deadlines, be realistic about how much time you need to complete each task.
4. **Break down large tasks into smaller tasks.** Large tasks can be daunting, so it's helpful to break them down into smaller, more manageable tasks. This will make them seem less overwhelming and make it easier to get started.
5. **Take breaks.** It's important to take breaks throughout the day, especially when you're working on difficult tasks. This will help you stay focused and avoid burnout.

We hope these help as you continue learning how best to prioritize in a way that works for you!

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**Want to learn more?** Check out the [Toolkit Series](#) self-guided workshop on [Time Management](#) and [register for the live session](#) on [Time Management and Prioritization](#).