

Prioritisation

Most people who are overwhelmed feel like they just can't cut back. You might feel like you need to work harder to get all those things done that need to get done. You might think that taking a break, or cutting back on your workload, is out of the question!

Wanting everything done at once and expecting everything to be finished asap can quickly lead to feeling overwhelmed. When we try to juggle too many things simultaneously, it becomes harder to focus on what really needs attention first.

This rush to get everything done at once can prevent us from prioritizing effectively, making it harder to make progress on anything. As a result, we end up feeling stressed and scattered, which only increases the sense of overwhelm and makes it even harder to get things done in a calm, manageable way.

It's important to recognise that without taking care of your fundamental needs first, you won't have the capacity to handle your wants. As the saying goes and holds true here... you can't pour from an empty cup.













So how do you prioritise when everything feels equally as important?

That's where we're here to help! On the following pages, you'll find steps to help you prioritise.

We recommend doing this exercise after completing our "wants" and "needs" booklet.

Prioritisation

Make a list of all the things you want/need to do:

-  _____
-  _____
-  _____
-  _____
-  _____
-  _____
-  _____
-  _____
-  _____
-  _____
-  _____
-  _____

Prioritisation

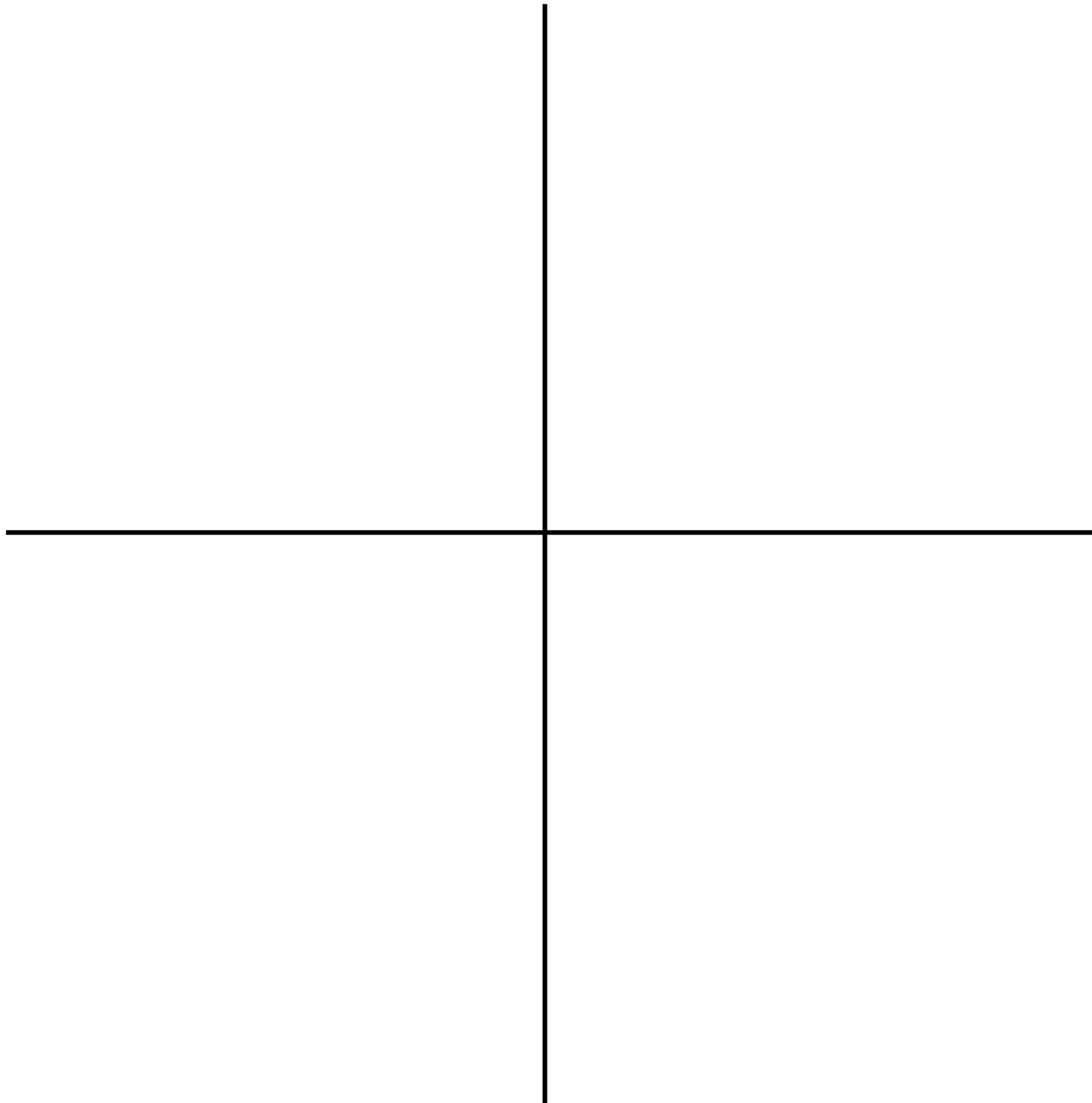
Now place them in the below boxes based on their importance and urgency.

URGENT

NOT URGENT

IMPORTANT

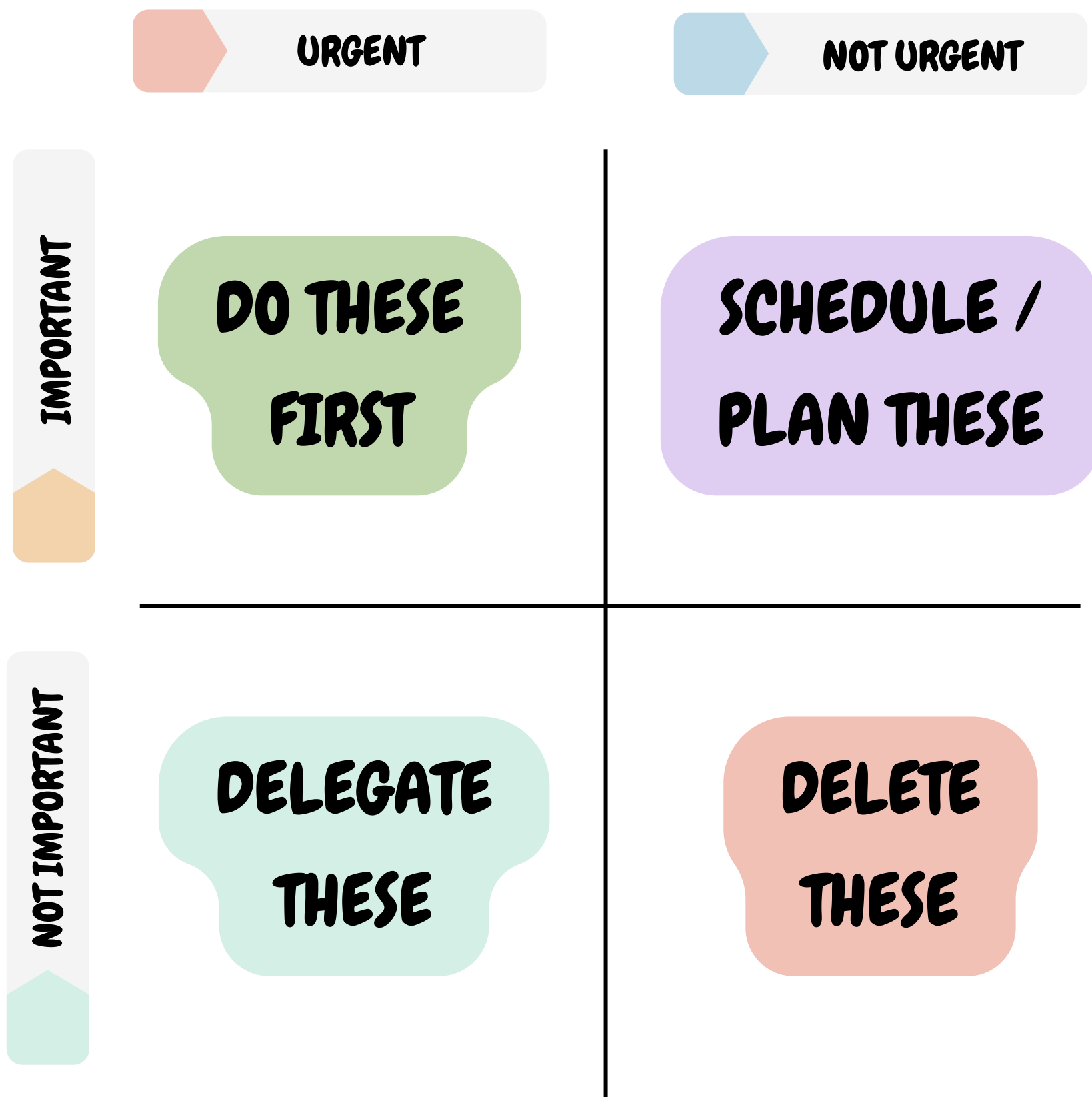
NOT IMPORTANT



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You have just completed The Eisenhower Matrix, also known as the Urgent-Important Matrix. It is a simple tool to help you prioritize tasks effectively.

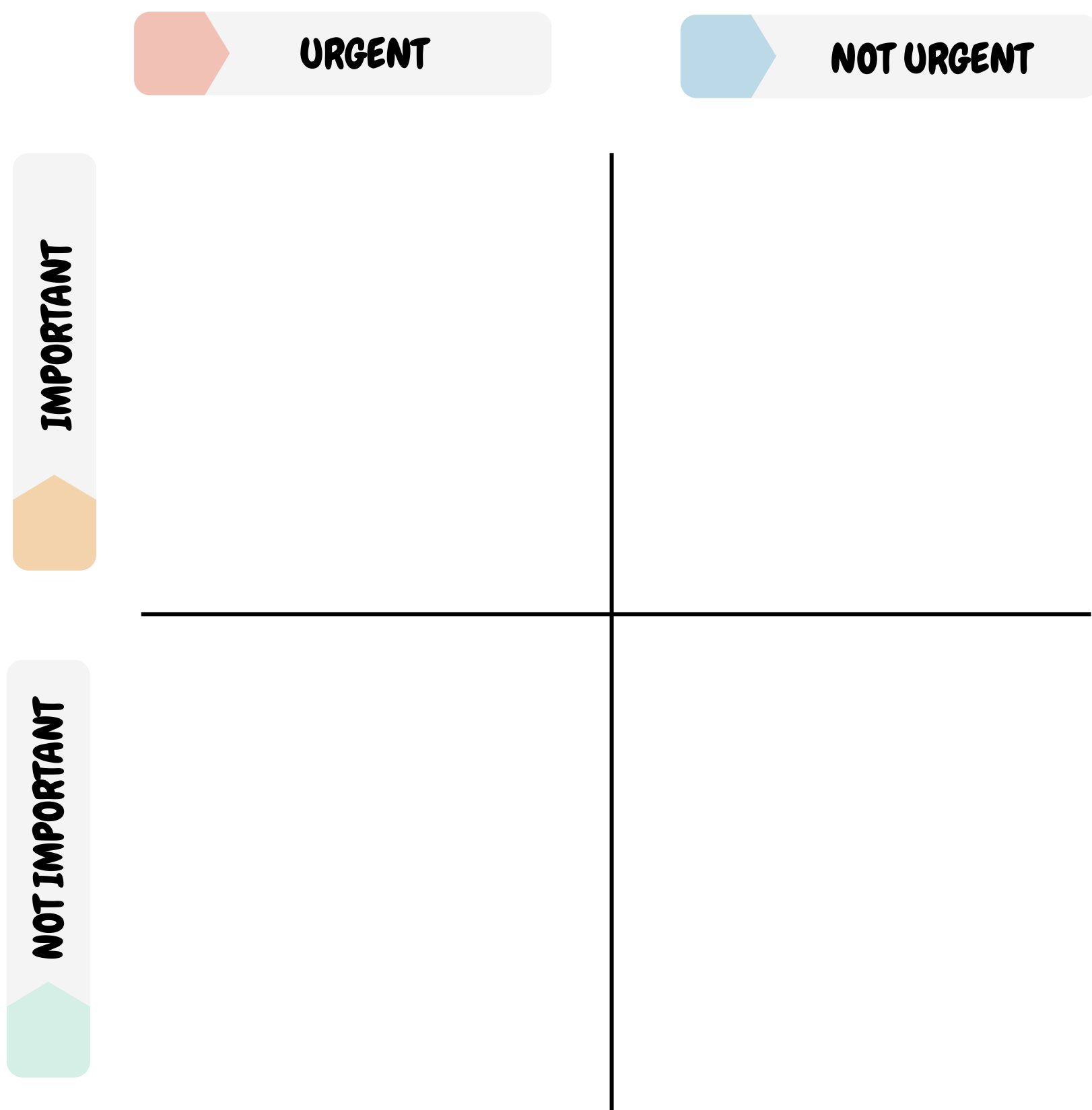
It's named after Dwight D. Eisenhower, who famously said, "What is important is seldom urgent, and what is urgent is seldom important."



Prioritisation

If you find you have many things in the **Urgent and Important** box, take another look at these items. Ask yourself if you really can't move them.

Have another go below if needed:



If you still find you have lots in quadrant 1, keep reading.

Prioritisation

If you have many tasks in Quadrant 1 (Urgent and Important), it's a sign that you might be living in "crisis mode," constantly firefighting rather than working proactively.

Here are ways to handle it:

1. Prioritize Within Quadrant 1

- **Sort by Impact:** Identify which tasks have the most significant consequences if not completed. Focus on those first.
- **Break Down Tasks:** If tasks feel overwhelming, divide them into smaller, manageable steps and tackle them one at a time.

2. Ask for Help or Delegate

- If possible, delegate tasks to others who can help. Remember, you don't have to do everything yourself.
- Reach out to colleagues, friends, or family for support, especially with time-sensitive items.

3. Set Boundaries

- Avoid taking on more Quadrant 1 tasks unless absolutely necessary. It can be tough, but it's better to say no to additional responsibilities while you're already overloaded.

4. Reduce Quadrant 1 Over Time

- **Look for patterns:** Are these tasks becoming urgent because of procrastination or lack of planning?
- **Focus on Quadrant 2 (Important but Not Urgent) tasks in the future.** This helps you address issues before they escalate into crises. For example, if you have frequent last-minute deadlines, dedicate regular time to long-term planning.

5. Take Care of Yourself

- When everything feels urgent, it's easy to neglect your own wellbeing. Even in busy times, prioritize short breaks, proper sleep, and stress relief to maintain focus and energy.

By addressing Quadrant 1 tasks efficiently and planning better for the future, you can gradually shift more focus to Quadrant 2, where meaningful work happens without constant pressure.