**Prioritized To-Do List (Matrix Method)**

1. List all the tasks you would like to complete on a separate sheet, don’t worry about the order yet.

1. Ask yourself the questions below and place each task that fit into each of the quadrants
	1. **Do Now:** What is due most soon? What is worth a lot of my mark?
	2. **Do Next:** What is due after? What is worth a little less of my mark?
	3. **Schedule:** What can be done later (i.e.: extension)? Can someone help you?
	4. **Delete:** What isn’t necessary for you to do?
2. Work through tasks in order from 1-4

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|  | **2. Schedule** | **1. Do Now** |
| **Line arrow StraightUrgency**  |  |  |
| **3. Delete** | **4. Do Next** |
|  |  |
| **Line arrow StraightImportance** |