Evolutionary Leader Program
Task Prioritization Evaluation

Comprehensive Task Listing:

Task Inventory: Utilize your list of all of your current tasks - both professional and personal – that you created in the previous exercise, Exercise 4.2.

All Tasks Currently on My Agenda (From Exercise 4.2)	Task Grouping

If you have more Tasks to list, feel free to pull out some sheets of paper to continue your list

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Categorize Tasks: Next, group the tasks you've listed above based on their nature (e.g., project work, administrative duties, personal errands).

Rank Tasks Using the Eisenhower Box
Quadrant Categorization: Use the Eisenhower Box below to sort your tasks into four categories:

- o **Urgent and Important**: Tasks that demand immediate attention and contribute significantly to your goals.

- o **Important but Not Urgent**: Tasks crucial for long-term success that require planning and scheduling.

- o **Urgent but Not Important**: Tasks that can be delegated to others to free up your time.

- o **Not Urgent and Not Important**: Tasks that can be postponed or eliminated to streamline your workload.

IMPORTANT BUT NOT URGENT	URGENT AND IMPORTANT

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NOT IMPORTANT & NOT URGENT	URGENT BUT NOT IMPORTANT

If you find you need more room, feel free to continue your categorization on a separate sheet of paper

Evaluate and Adjust Task Priorities:

☐ **Reassess Task Importance**: Review your categorized tasks and ensure they are aligned with your strategic goals. Adjust the priority of tasks that may need re-evaluation.

☐ **Focus on High-Impact Activities**: Concentrate on tasks in the 'Urgent and Important' and 'Important but Not Urgent' quadrants, as these will drive the most significant progress towards your objectives.

Delegation and Elimination:

☐ **Delegation Opportunities**: Identify tasks in the 'Urgent but Not Important' quadrant that may be suitable to delegate to others. Highlight them.

☐ **Eliminate Inefficiencies**: Consider removing or postponing tasks in the 'Not Urgent and Not Important' quadrant to reduce unnecessary workload.

***Notes**:*

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