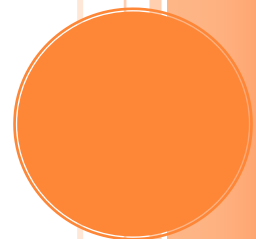# PRIORITY MATRIX TEMPLATE

Priority Matrix Template Word

Time management is an important requirement for all executives and good time management can frequently be the difference between a highly effective executive and one who struggles to complete important tasks on time. The Priority Matrix template is a useful tool in identifying and managing in a consistent fashion those tasks that should have the highest priority and be completed first.

The Priority Matrix Word template can be used either as a stand-alone document or copied into any Word document and edited within Word. It uses MS-Word 2003 or a later version of Word.

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PRIORITY MATRIX TEMPLATE

Priority Matrix Template Word

1   INTRODUCTION

Time management is an important requirement for all executives and good time management can frequently be the difference between a highly effective executive and one who struggles to complete important tasks. The Priority Matrix template is a useful tool in identifying and managing in a consistent fashion those tasks that should have the highest priority and be completed first.

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When it comes to time management all tasks and activities can be classified on a scale from very important to not important. Similarly they can be rated on a scale from very urgent to not urgent.

Logically we should first address those tasks that are most important and most urgent.

Other tasks that require urgent attention but are not important can frequently be delegated to somebody else.

There are always tasks that are important but do not require immediate action. These may become major and urgent issues if not addressed in a timely fashion. A highly effective executive balances his time between addressing important urgent tasks and equally important tasks that may not have the same degree of urgency.

One approach to ensuring that time is made available for these less urgent but important tasks is to diary schedule some time on a daily or weekly basis to address these, perhaps during a quieter time of the day or week.

Every executive's in-tray has a large number of task requests that are neither urgent nor important. In many cases these can be postponed indefinitely or ignored.

The Priority Matrix is an invaluable tool to analyse one's activity/task list into one of the four categories and is an essential first step in becoming a good time manager and highly effective executive.

Highly *efficient* executives complete a large number of tasks during the working day, while highly *effective* executives completes those tasks that are important and have a large impact on how well he achieves his key goals and objectives.

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2   USER INSTRUCTIONS MS-WORD

The MS-Word document facilitates presentation of the results of the analysis in a report or other MS-Word document.

|Priority Matrix for _____ Date _____

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	Urgent	**Not Urgent**
Important	DO IMMEDIATELY • Item 1 • Item 2 • • • • • • • •	PLAN TO DO ASAP • Item 1A • Item 1B • • • • • • • •
Not Important	DELEGATE • Item 2A • Item 2B • • • • • • • •	POSTPONE OR IGNORE • Item 3A • Item 3B • • • • • • • •

Caption xxx

The Priority Matrix Word template can be used as a stand-alone document or be copied and pasted into any Word document.

Once it is pasted into the desired location in the document, it can be edited, as any standard MS-Word table would be. Simply type the various entries in the appropriate cell, by editing/replacing Item 1, Item 2, etc. The individual cells can be formatted by deleting the entries not used. The unused bullets can be disabled by using the standard formatting option in MS-Word to change the "bullets" option to "none".