*be well + balance*
occupational therapy

# PRIORITIZE TIME
## Prioritization Matrix

To Do List:

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____

| | Important | Not Important |
|---|---|---|
| **Urgent** | *Do Now* | *Delegate* |
| **Not Urgent** | *Do Later* | *Drop* |