

# Organization

# How to Prioritize

When you've put off finishing tasks or happen to have several tasks assigned at once, it can feel overwhelming. For some people, this can cause decision paralysis - the state of indecision when faced with multiple options that we struggle to compare. Learning to prioritize can help.

1. Think of all the things you need to get done - big and small. Write a comprehensive to-do list:
2. Take some time to define these two words for yourself: importance, urgency. Does importance mean probability of success, impact, competitive advantage, valuable, costly, or risky? Does urgency mean you need to get it done in a specific time frame or does it mean that there are a lot of consequences/benefits to completing it?
  - a. Importance:
  - b. Urgency:
3. Put your tasks on the graph below. The top right is the task needing to be done first.

