

Prioritizing Tasks: A Daily Framework



WORKSHEET: [From The Dorm's "A Stronger Return to College & Campus Life: A Guide"](#)

Use this worksheet to prioritize your tasks or to-do lists. Based on the **Eisenhower Decision Matrix**, you can easily adapt it to your needs, whether it is for daily or weekly use or longer-range time frames. This can be especially useful during the busier midterm and finals season when you have overlapping due dates!

Time period: _____

	URGENT	NOT URGENT
IMPORTANT	Do immediately: • _____ • _____ • _____ • _____ • _____ • _____ • _____ • _____	Decide: Plan or Schedule • _____ • _____ • _____ • _____ • _____ • _____ • _____ • _____
NOT IMPORTANT	Delegate if possible: • _____ • _____ • _____ • _____ • _____ • _____ • _____ • _____	Dump! • _____ • _____ • _____ • _____ • _____ • _____ • _____ • _____

These resources are offered by The Dorm, a mission-driven mental health treatment program helping young adults build lives of purpose and independence.

HELLO@THEDORM.COM | THEDORM.COM | 877-909-3676