PRIORITY MATRIX TOOLS

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Problem Solving

Problem Solving always required No.1 Fixer

PRIORITY MATRIX TOOLS

1

Short list the Task /Options with Urgency i.e. ask yourself which is the most Urgent now?

2

Look for your current time and needs, ask yourself if you don't do it today is it going to impact tomorrow and this month ?

4

Remove any identical thoughts or Task or options, focus on what is easy & comfortable which never impact your current life i.e. Job,business,residence,relationship, Studies etc.

3

What is your Career AIM/Goals /milestone? ask is this task is part of it, if not remove it from your Options or Tasklist