jbhd
coaching & Communication

Task Triage Grid

Approach: score each task for confidence and importance on the grid.

- X-axis = **Confidence** (how comfortable they feel starting it)
- Y-axis = **Importance** (how important the task is)

The sweet spot to start is usually **top-right** (high importance + high confidence)

Task Triage Grid
(Confidence vs. Importance)

Importance (1 = Low, 5 = High)

Confidence (1 = Low, 5 = High)