

# PRIORITISATION

## Task Organisation Matrix

*For an ADHD brain, everything feels urgent. This exercise forces a visual triage to separate "house fires" from "dopamine traps."*

### Step 1: Tasks to select from

UNLOAD YOUR BRAIN. LIST EVERYTHING CURRENTLY COMPETING FOR YOUR ATTENTION.

01.

02.

03.

04.

05.

06.

07.

08.

09.

10.

11.

12.

# The Triage Grid

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## Step 2: Plot the Matrix

**IMPORTANT & URGENT**

**DO NOW**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**IMPORTANT & NOT URGENT**

**DECIDE**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**NOT IMPORTANT & URGENT**

**DELEGATE / BATCH**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**NOT IMPORTANT & NOT URGENT**

**DELETE / IGNORE**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Step 3: Write Your Priority Pairing

"After I \_\_\_\_\_,"

I will \_\_\_\_\_."

