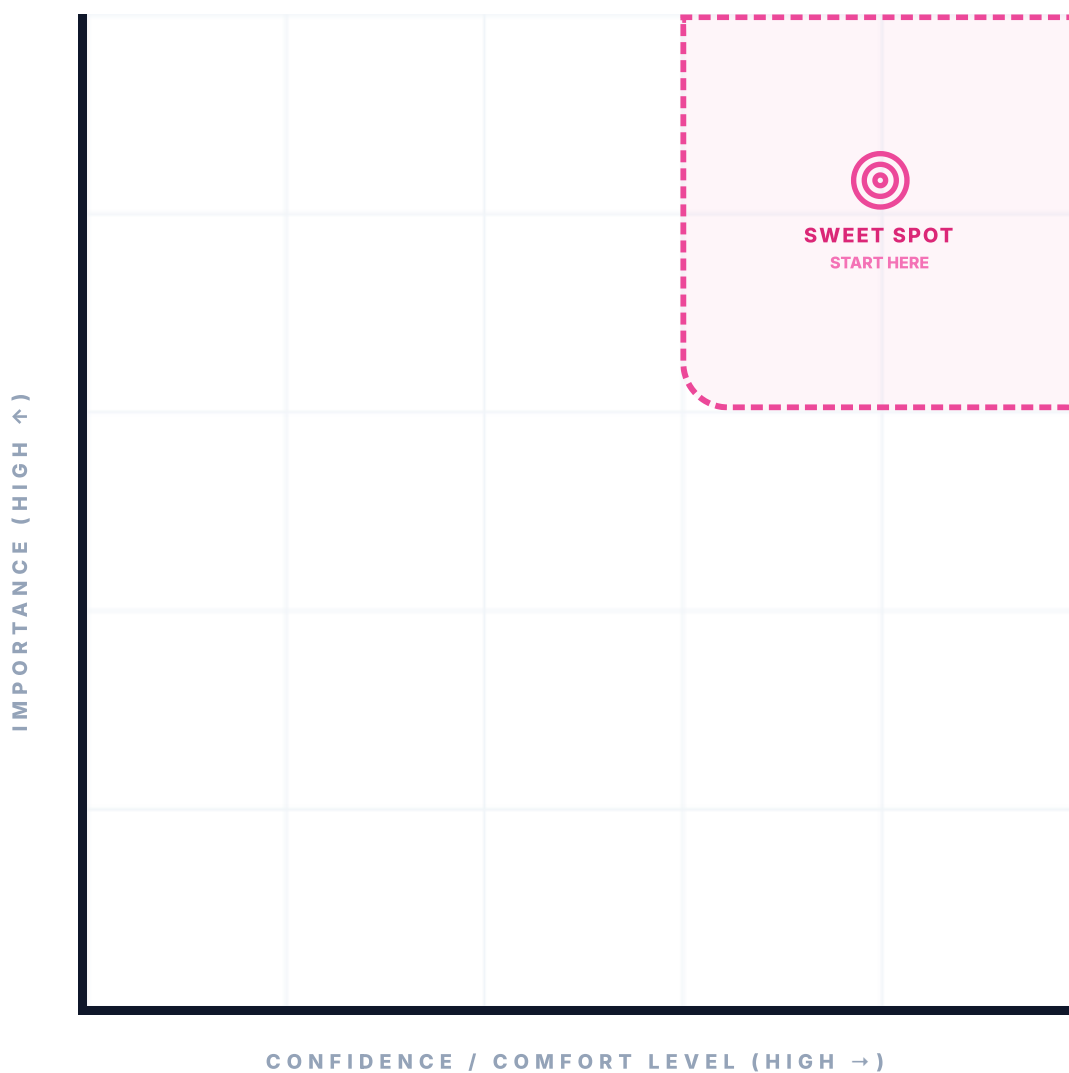


# PRIORITISATION

## THE TASK TRIAGE GRID

Understanding where to start is often harder than the work itself. Use this grid to rank tasks by **Confidence** (how safe you feel starting) vs. **Importance**



**Option A (Visual Method)** : Plot your tasks using sticky notes or dots. The goal isn't just to find what's important, but to find where your Resistance to Starting is lowest

TURN OVER FOR THE SCORING METHOD →

# OPTION B: SCORING METHOD

## IMPORTANCE RUBRIC

**1: Low** — No real consequence if ignored.

**5: High** — Critical; high impact/consequence.

## CONFIDENCE RUBRIC

**1: Low** — Scary; I don't know how to start.

**5: High** — Safe; I could start right now.

TASK NAME	IMPORTANCE (1-5)	CONFIDENCE (1-5)
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>

### PRO-TIP

*The sweet spot to start is top-right (High Importance + High Confidence). If a task is High Importance but Low Confidence, it's too big. Break it down until your confidence score goes up!*

