

Prioritizing Tasks

In-Session Planner: Urgent/Important Matrix

Write down any tasks you would like to accomplish before your child is born. After making your list, add due dates to any tasks that are time sensitive and any friends or family you think may be able to help you with these tasks.

[illegible]

Session 3

Use the Eisenhower matrix to categorize your tasks based on their importance and urgency.

<i>Urgent AND Important</i>	<i>Urgent and NOT Important</i>
<i>NOT Urgent and Important</i>	<i>NOT Urgent and NOT Important</i>

Make a plan for any items that you plan to delegate or decline.

Things I will ask for help with:

Things I will say no to or not do: