

CHAOS TO CALM

Priority Matrix

With Supportive Guide

*Getting Clear
What you should be doing and when*

You got this  Jenna

CHAOS TO CALM

Priority Matrix

SECTION 1: Identify Your Values (Don't know what your values are? See the guide on pages 4-6)
Instructions: Write down your top 5 values in the spaces provided. These values will guide your priorities.

1 _____	4 _____
2 _____	5 _____
3 _____	

SECTION 2: Tasks and Priorities

Instructions: First, list all the tasks that are weighing on your mind in the Brain Dump. Don't judge or try to prioritize them. This space is to get everything out that is in your mind. Second, sort your tasks in the matrix below based on their urgency and importance. Use the quadrants to help prioritize effectively.

Brain Dump:

Priority Matrix

	Urgent	Not Urgent
Important		
Not Important		

What to do with each quadrant:

Urgent + Important:
DO IT.

Urgent + Not Important:
DELEGATE.

Not Urgent + Important:
SCHEDULE.

Not Urgent + Not Important: DELETE.

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SECTION 3: Action Steps

Instructions: Based on your matrix, list the top 3 actions you need to take this week to align with your priorities and values. Add these actions to your weekly planner or calendar.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

SECTION 4: Reflection

Instructions: At the end of the week, reflect on your progress. What went well? What can you improve? Did you stay aligned with your values or get off-track? Write why you think you succeeded and what you could improve next week.

What Went Well:

Areas for Improvement:

Note: Staying aligned with your values is key to achieving long-term fulfillment and success. Review and update your Priority Matrix regularly to stay on track.

Supportive Guide

Using the Priority Matrix for Clarity and Values Alignment

INTRODUCTION

In a world filled with endless to-do lists and constant demands on our time, it's easy to lose sight of what truly matters. The Priority Matrix is a simple yet powerful tool that helps you align your daily activities with your core values and priorities. This guide will explain when to use the Priority Matrix, and how it can enhance your productivity and well-being.

WHEN TO USE THE PRIORITY MATRIX:

When Feeling Overwhelmed:

- **Why:** When you have too many tasks on your plate, it can be difficult to know where to start. The matrix helps you break down your tasks and focus on what's truly important.
- **When:** Use the matrix at the beginning of the week or whenever you feel overwhelmed by your to-do list.

During Goal-Setting Sessions:

- **Why:** Setting goals is essential for personal and professional growth. The matrix ensures your goals are aligned with your values and helps prioritize them effectively.
- **When:** Use the matrix during quarterly or annual goal-setting sessions to ensure your goals are both important and urgent.

When Planning Your Day or Week:

- **Why:** Daily and weekly planning can help you stay organized and productive. The matrix helps you prioritize your tasks based on their importance and urgency.
- **When:** Use the matrix at the start of each day or week to plan your schedule.

During Periods of Transition or Change:

- **Why:** Life transitions (such as starting a new job, moving, or major life events) can disrupt your routine. The matrix helps you stay focused on your core values and priorities during these times.
- **When:** Use the matrix during significant life changes to maintain clarity and direction.



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HOW TO USE THE PRIORITY MATRIX:

Identify Your Values:

Write down your top 5 values in the spaces provided in the matrix document. These values will guide your priorities.

Tasks & Priorities:

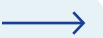
Example Brain Dump:

- Daughter birthday party
- Meal plan for next week
- Pay bills
- Read through all the promotion emails and get to "inbox zero"
- Fold laundry
- Schedule parent-teacher conference for child having challenges at school
- Schedule a date night
- Make doctor's appt for son's sport injury
- Arrange babysitter during next month's work meeting
- Make photo album from the last 3 family trips

Categorize Your Tasks:

List your tasks or goals in the appropriate quadrant of the matrix:

- **Quadrant 1 (Urgent and Important):**
Tasks that require immediate attention and align with your values.
- **Quadrant 2 (Not Urgent but Important):**
Tasks that are important for long-term goals and personal growth.
- **Quadrant 3 (Urgent but Not Important):**
Tasks that require immediate attention but do not contribute to your core values.
- **Quadrant 4 (Not Urgent and Not Important)*:**
Tasks that are neither urgent nor important and can be minimized or eliminated.
**these tasks are things that if they didn't happen, it wouldn't matter in the grand scheme of things.*



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Using the Priority Matrix for Clarity and Values Alignment

HOW TO USE THE PRIORITY MATRIX:

Example Priority Matrix

	Urgent	Not Urgent
Important	<ul style="list-style-type: none"> - Schedule parent-teacher conference for child having challenges at school - Pay bills to avoid late fees - Make doctor's appt for son's sport injury 	<ul style="list-style-type: none"> - Meal plan for next week - Schedule a date night - Daughter Birthday party: create budget → confirm dates → ask daughter for guest list
Not Important	<ul style="list-style-type: none"> - call plumber to replace faucet - Arrange babysitter during next month's work meeting - Fold laundry 	<ul style="list-style-type: none"> - Make photo album from the last 3 family trips - Read through all the promotion emails and get to "inbox zero"

Prioritize and Act:

- Focus on tasks in Quadrants 1 and 2 first. These tasks align with your values and have the greatest impact on your goals.
- Minimize or delegate tasks in Quadrant 3. These tasks may be urgent but do not contribute significantly to your values.
- Avoid tasks in Quadrant 4. These tasks are distractions and do not align with your priorities.

Review and Reflect:

- At the end of the week, review your progress. Reflect on what went well and identify areas for improvement.
- Adjust your matrix as needed to stay aligned with your values and priorities.

CONCLUSION

The Priority Matrix is a versatile tool that helps you stay focused, aligned with your values, and productive. By regularly using the matrix, you can reduce overwhelm, make better decisions, and achieve your goals with greater clarity and purpose.

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Identifying Your Core Values

If you don't know what your core values are yet, discovering and clarifying these is an essential first step. Understanding your values provides a foundation for making decisions, setting goals, and prioritizing tasks. Here are some steps and exercises to help identify your values:

Reflect on Peak Experiences:

Think about moments in your life when you felt the most fulfilled, happy, and proud. Write down these experiences and identify the common themes or values that were present.

Consider Your Role Models:

List people you admire and respect. Note the qualities and values they embody that you find inspiring. These often reflect your own values.

Analyze Your Daily Activities:

Reflect on how you spend your time and what activities bring you joy and satisfaction. Identify the underlying values in these activities.

Identify What Makes You Angry or Frustrated:

Think about situations or behaviors that make you upset or frustrated. These reactions often highlight values that are important to you because they are being violated.

Use Values Lists:

Look at comprehensive lists of values (available online) and highlight the ones that resonate with you. Narrow down the list to your top 5-10 values.

Exercises and Tools

Values Cards:

- **Description:** These are cards with different values written on them. You can sort them into categories such as "Very Important," "Important," and "Not Important" to help prioritize your values.
- **How to Use:** Order a set online or create your own with index cards. Sort through them and rank the values until you identify your core ones.

Journaling Prompts:

- **Description:** Journaling can help you explore your thoughts and feelings about what matters most to you.
- **Prompts:**
 - What are the top three most meaningful moments in my life, and why?
 - Who are the three people I admire the most, and what qualities do they possess?
 - When do I feel most at peace or fulfilled?
 - What issues or causes am I passionate about?
 - What would I do if I had unlimited resources and no constraints?



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Identifying Your Core Values

Discuss with Others:

Talk to friends, family, or a coach about what they see as your strengths and values. Sometimes others can provide insights that you might overlook.

Take Your Time:

Identifying core values is a process that may take some time. Be patient with yourself and revisit these exercises periodically.

Reflect Regularly:

As you go through different stages in life, your values might evolve. Regular reflection ensures that your actions and decisions remain aligned with your current values.

Example Values List

To help get started, here's a list of common values you can consider:

Achievement	Education	Kindness
Adventure	Fairness	Loyalty
Authenticity	Family	Peace
Balance	Freedom	Respect
Compassion	Growth	Security
Creativity	Honesty	Service
Connection	Integrity	Trust

By following these steps and utilizing these tools, you can gain a clearer understanding of your core values, which will, in turn, help you prioritize your tasks and make decisions that align with what truly matters to you.

BONUS

Brene Brown's Dare to Lead List of Values

Accountability	Equality	Intuition	Risk-taking
Achievement	Ethics	Job security	Safety
Adaptability	Excellence	Joy	Security
Adventure	Fairness	Justice	Self-discipline
Altruism	Faith	Kindness	Self-expression
Ambition	Family	Knowledge	Self-respect
Authenticity	Financial	Leadership	Serenity
Balance	Stability	Learning	Service
Beauty	Forgiveness	Legacy	Simplicity
Being the best	Freedom	Leisure	Spirituality
Belonging	Friendship	Love	Sportsmanship
Career	Fun	Loyalty	Stewardship
Caring	Future	Making a difference	Success
Collaboration	Generations	Nature	Teamwork
Commitment	Generosity	Openness	Thrift
Community	Giving back	Optimism	Time
Compassion	Grace	Order	Tradition
Competence	Gratitude	Parenting	Travel
Confidence	Growth	Patience	Trust
Connection	Harmony	Patriotism	Truth
Contentment	Health	Peace	Understanding
Contribution	Home	Perseverance	Uniqueness
Cooperation	Honesty	Personal fulfillment	Usefulness
Courage	Hope	Power	Vision
Creativity	Humility	Pride	Vulnerability
Curiosity	Humor	Recognition	Wealth
Dignity	Inclusion	Reliability	Well-being
Diversity	Independence	Resourcefulness	Wholeheartedness
Environment	Initiative	Respect	Wisdom
Efficiency	Integrity	Responsibility	