

# Priority / Urgency Cheat Sheet

Every task gets rated on two axes: how much it matters (priority) and how soon it has to happen (urgency). The intersection tells you where it goes on your day.

	NOW	THIS WEEK	LATER
HIGH	<b>CRITICAL 9</b> Drop everything. Do it now.	<b>URGENT 8</b> Block your next free slot for this.	<b>SCHEDULE 7</b> Put it on a specific day this cycle.
MEDIUM	<b>PUSH 6</b> Sensitive but not on fire. This week.	<b>PLAN 5</b> Reliable midrange work. Schedule it.	<b>DRIFT 4</b> Parked until a slot opens.
LOW	<b>CATCH 3</b> Slip it in between bigger blocks.	<b>IDLE 2</b> Only when you're already nearby.	<b>LATER 1</b> Record it and forget it for now.

### How to use it

When you sit down for your biweekly planning session, open The Checklist and work through your captured tasks one by one. For each task, ask: how much does it matter, and how soon does it have to happen? Find the cell where they meet. The number is its priority. Use it to decide which days to schedule first and which ones can drift.

*Document it. Schedule it. Do it.*