

# Planning matrix

You can use a 'planning matrix' to chart where you should focus your efforts. It may be worth putting the elements that you are going to work on from your analysis onto small sticky notes as they are likely to be moved around the matrix until everyone is happy. You may also want to draw the matrix on a bigger piece of paper.

Urgent tasks are those that need to be done soon. Important tasks are those that are important for you as a Section, Group, or District etc.

Discuss with your team where they think items should be placed in the matrix, and how urgent and important everything is. You can use this analysis to help you see where your priorities lie and you can use this to help you create due dates for whatever you want to work on.

