

Eisenhower Matrix: Task Prioritization

Step 1: Brain Dump - List Everything on Your Plate



Step 2: Sort Into Eisenhower Matrix

	URGENT	NOT URGENT
IMPORTANT	QUADRANT 1 Do First (Today) Urgent & Important Crises, Deadlines, Problems	QUADRANT 2 Schedule (Protect Time) Important & Not Urgent Strategy, Learning, Growth
NOT IMPORTANT	QUADRANT 3 Delegate (If Possible) Urgent & Not Important Interruptions, Others' Deadlines	QUADRANT 4 Delete (Stop Doing) Not Urgent & Not Important Distractions, Time-Wasters

Step 3: Your Tasks by Quadrant

Q1	Q2
Q3	Q4



Step 4: Weekly Time Blocks

When will I work on each quadrant this week?

Q1 (Urgent & Important)

Days/Times: _____

Q2 (Important & Not Urgent)

Days/Times: _____

Q3 (Delegate to)

Person: _____

Q4 (To Delete/Skip)

How to eliminate: _____

Friday Reflection

 Where did I actually spend my time?

Q1: ____ % | Q2: ____ % | Q3: ____ % | Q4: ____ %

☒ Did I protect Q2 time? ☐ Yes ☐ Mostly ☐ No

 What's my Q2 focus for next week?

 Next week's adjustment:

