Eisenhower Matrix

Time Dependent

Urgent → **Not urgent**

Mission driven

Important ↓ **Not important**

1
Urgent and important
Important deadlines
Crises
Emergencies
Last minute preparations
Missed work

2
Important, but not urgent
Relationship building
Planning / developing strategy
Projects
Lessons learned
Personal & Staff development
Process updates

3
Urgent, but not important
Routine reports
Routine meetings
Many interruptions
Other peoples' priorities / failures

4
Not important, not urgent
Trivia
Extended phone calls
Some 'enjoyable' work
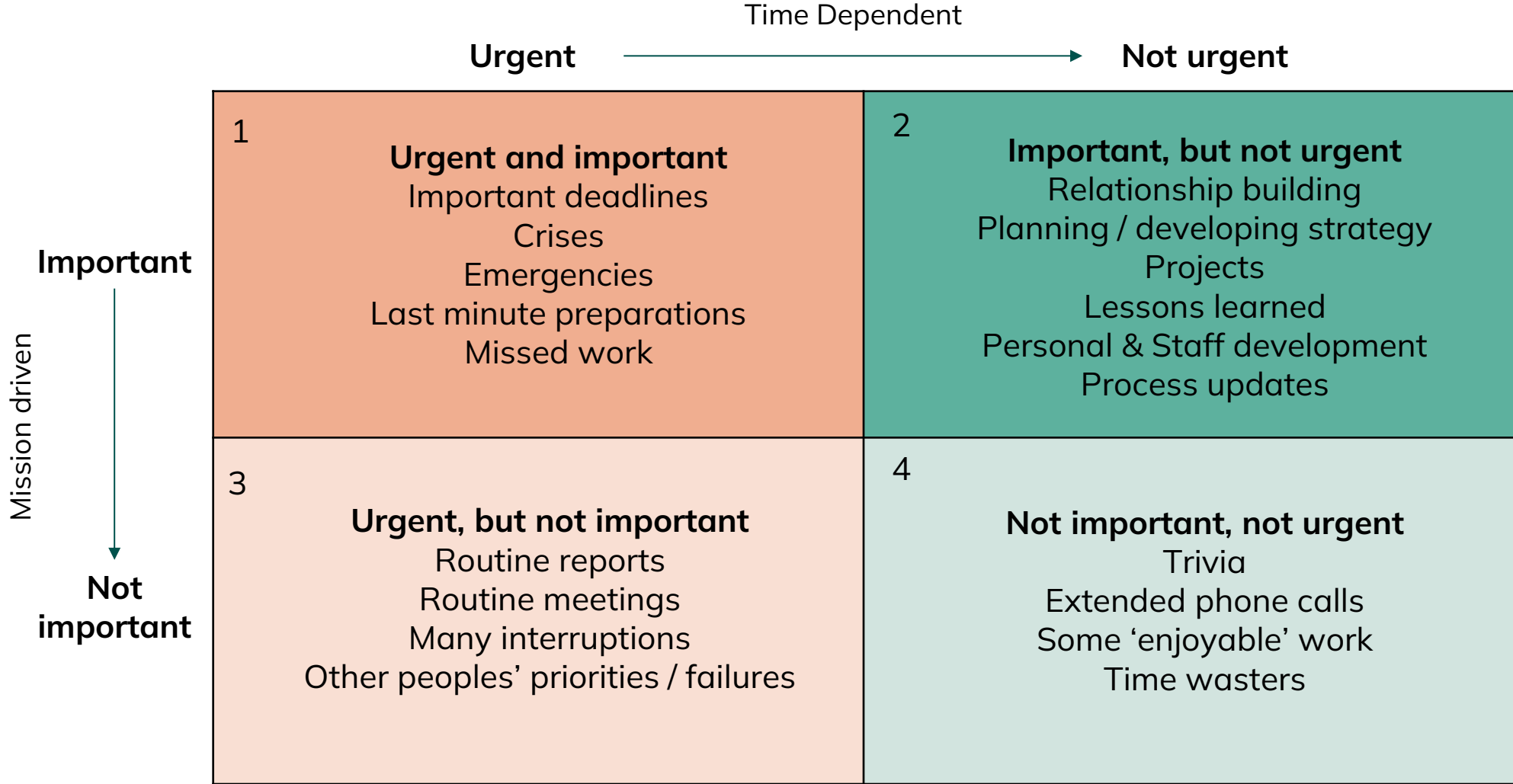Time wasters

Completing the matrix

If you don't already have a to-do list, write one out. Include things that you know you need to do, such as delegating a task to your team, but don't feel you have the time to do.
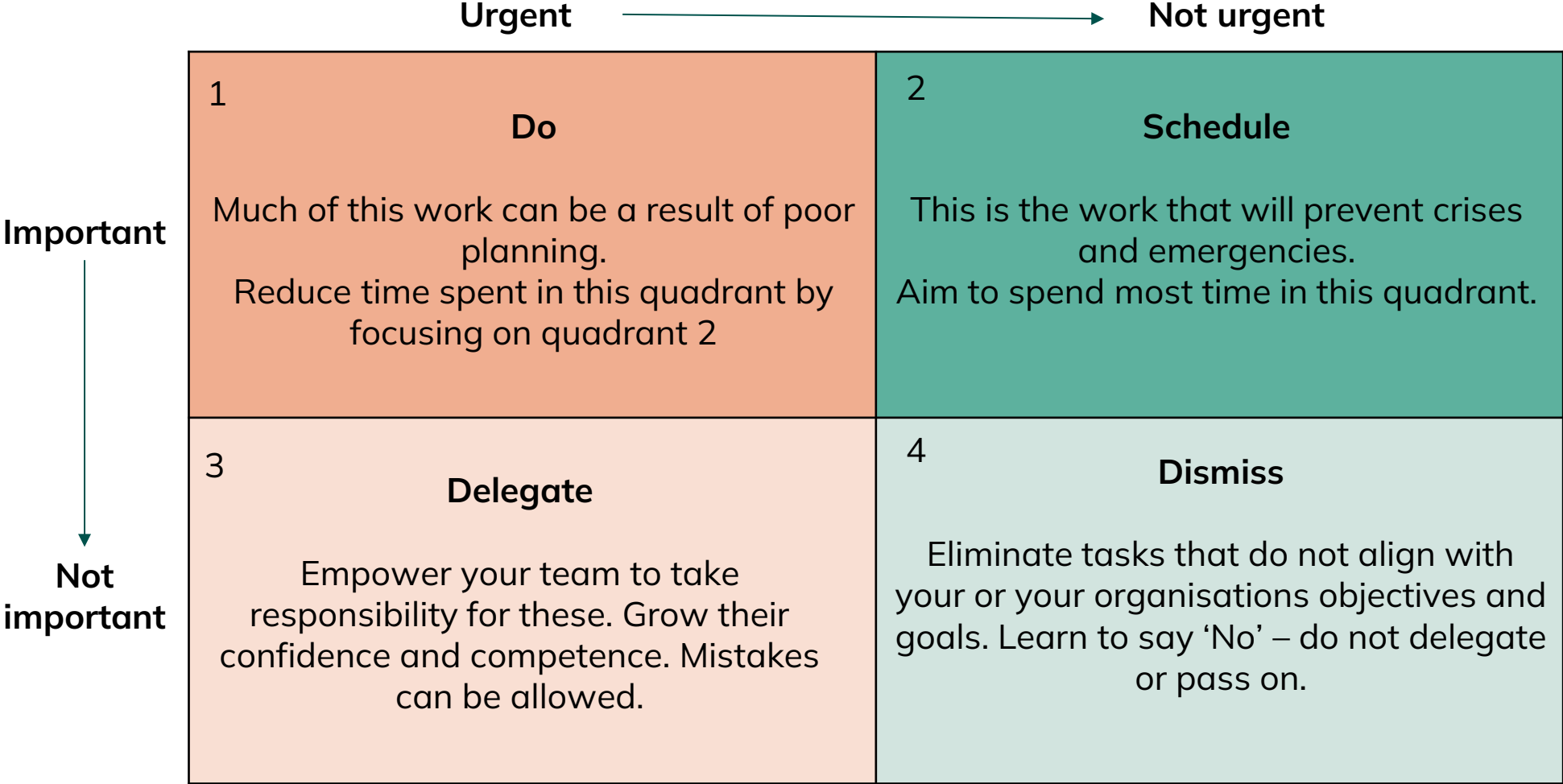
Then for each item review:

Is it urgent? Does it demand immediate attention? (typically, 48 hours) They are often the ones we concentrate on and they demand attention because the consequences of not dealing with them are immediate.

Is it important? Does it have an outcome that leads to you achieving your goals, whether personal or professional?

Plot them into the matrix and reflect on what your follow up actions need to be.

Eisenhower Matrix

Urgent ⟶ **Not urgent**

Important

1 **Do** Much of this work can be a result of poor planning. Reduce time spent in this quadrant by focusing on quadrant 2	2 **Schedule** This is the work that will prevent crises and emergencies. Aim to spend most time in this quadrant.
3 **Delegate** Empower your team to take responsibility for these. Grow their confidence and competence. Mistakes can be allowed.	4 **Dismiss** Eliminate tasks that do not align with your or your organisations objectives and goals. Learn to say 'No' – do not delegate or pass on.

Not important

6 Eisenhower Matrix Tips

	Urgent	Not Urgent
Important	Do	Schedule
Not Important	Delegate	Dismiss

1. Create a to-do list. Try a mind map.

2. Limit to < 8 tasks per quadrant.
   - Before adding another, complete the most important one first. It's about finishing tasks.

3. Align with your manager's intent – some tasks you think are important, may not be.
   - Enquire why it's important and relative to other tasks you have.

4. Maintain only one list for both business and private tasks.

5. Do not get distracted. Plan the night before, then work on your stuff.
   - Schedule time for checking emails and catching up.
   - Do not let others define your priorities.

6. Don't procrastinate.