

The Eisenhower Matrix



This time management system was developed by President Dwight Eisenhower who had to make tough decisions regularly about which of the many tasks he should focus on each day. This strategy helps you organize your time by importance and urgency.

Create a list of all the tasks you must complete this week and then, using the chart below, assign each task to the appropriate quadrant.

Urgent

Not Urgent

Important

DO	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

SCHEDULE	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Not Important

DELEGATE	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

DELETE	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	