

Your Eisenhower Matrix

College Command Center



How to Use This Matrix as a Student

College is about learning to manage your own time. This matrix helps you balance academics, social life, and self-care without burning out.

The 3-Question Quick Sort

1. Is this due within the next 48 hours? 2. Will this significantly impact my GPA or future goals? 3. Can I postpone this without consequences?

Remember

- Your health comes first - always
- Done is better than perfect
- Sleep is not optional
- It's okay to say no to commitments
- College is a marathon, not a sprint

The Student's 3-Question Sort

Sort any task in 20 seconds with these simple questions:

Question 1

Is there a hard deadline in the next 48 hours?

If YES: It's URGENT → Continue to Q2

If NO: It's NOT URGENT → Continue to Q2

Question 2

Will this significantly impact my grades, future, or wellbeing?

If YES: It's IMPORTANT → Place based on urgency

If NO: It's NOT IMPORTANT → Place based on urgency

Question 3

Can I get help from classmates, TAs, or services?

If YES: Consider DELEGATING (especially if in Q3)

If NO: You'll need to handle it personally

Examples for Each Quadrant

Panic Mode (Do Now)

Real deadlines and actual emergencies - handle these immediately

- **Paper due at midnight tonight** - Missing deadlines = failing grades
- **Registering for classes (last day)** - No classes = no degree progress
- **Financial aid deadline** - No aid = no college
- **Group project part due tomorrow** - Don't be that group member
- **Exam in 2 hours** - Can't reschedule, must show up

Success Zone (Schedule It)

The stuff that actually gets you good grades and opportunities

- **Starting research paper early** - Quality work = better grades with less stress
- **Building relationships with professors** - References + opportunities + better learning
- **Applying for internships** - Experience = jobs after graduation
- **Regular study sessions** - Understanding > cramming
- **Taking care of your health** - Can't succeed if you're burned out

Delegate Zone (Find Shortcuts)

Urgent but not worth your best effort

- **Dorm room chores** - Split with roommate or batch together
- **Club meeting attendance** - Get notes from a friend if not critical
- **Returning library books** - Combine with other campus errands
- **Printing assignments** - Do it between classes, not during study time
- **Non-urgent emails** - Batch and use templates

Time Sink Zone (Delete)

The stuff that eats your time without giving back

- **Endless Instagram scrolling** - Hours lost, nothing gained
- **Perfectionism on minor assignments** - 5% of grade doesn't deserve 50% effort
- **Drama and gossip** - Emotional energy drain
- **Reorganizing notes for the 5th time** - Procrastination disguised as productivity
- **Binge-watching during finals week** - Future you will hate current you

Common Teacher Traps to Avoid

The All-Nighter Trap

Procrastinating until the night before, then pulling an all-nighter to 'save' the assignment.

Solution: Break big assignments into small daily tasks. 30 minutes a day beats 8 hours of panic.

The FOMO Trap

Saying yes to every social event because you might miss out on something epic.

Solution: You can't do everything. Choose quality experiences over quantity. Your GPA matters too.

The Perfection Paralysis Trap

Spending 10 hours on a 5% assignment while ignoring the 30% midterm.

Solution: Match effort to grade weight. Done is better than perfect for low-stakes work.

The Netflix Trap

'Just one more episode' turns into a 6-hour binge session.

Solution: Set strict boundaries. Use shows as rewards after completing Q1/Q2 tasks.

Your Daily Matrix Routine

5 minutes can save your semester. Here's how:

Morning (5 minutes)

1. Check syllabus and calendar for deadlines
2. List everything you need to do today
3. Sort tasks using the 3-question system
4. Pick ONE important task to do before fun
5. Schedule it between classes

Afternoon (3 minutes)

1. Cross off what you completed (feels good!)
2. Move unfinished urgent tasks to tomorrow
3. Add new assignments from today's classes
4. Pick tomorrow's ONE important task

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