# Eisenhower Matrix for Everyone

Your Personal Productivity Dashboard

For guidance and digital tool, visit: https://www.eisenhowermatrix.com/templates/eisenhower-matrix-free-template/

|  |  |
| --- | --- |
| **Do First**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Schedule**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Delegate**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Delete**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# How to Use This Template

The Eisenhower Matrix helps you focus on what matters most by organizing tasks based on urgency and importance.

# Quick Sort Method

For each task, ask:
1. Is this urgent? (Due in 24-48 hours?)
2. Is this important? (Significant impact on goals?)
3. Can someone else do this?

# Key Principles

• Most urgent things aren't important
• Most important things aren't urgent
• Aim to spend more time in Q2 (Important/Not Urgent)
• Be ruthless about eliminating Q4 tasks
• Delegation isn't just for managers

# The 3-Question Decision System

Sort any task quickly with these three simple questions:

## Question 1: Does this need to be done in the next 24-48 hours?

**If YES:** It's URGENT → Continue to Q2

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

## Question 2: Will this have a significant impact on my goals or responsibilities?

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

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

## Question 3: Can someone else do this, or can it be automated?

**If YES:** Consider DELEGATING (especially if in Q3)

**If NO:** You'll need to handle it yourself

# Common Generic Traps to Avoid

## The Everything is Urgent Trap

Treating every request or task as if it needs immediate attention.

**Solution:** Pause before acting. Ask: 'What's the real deadline?' Most things can wait 24 hours.

## The Perfectionism Trap

Spending too much time perfecting tasks that don't require excellence.

**Solution:** Define 'good enough' for each task. Reserve excellence for Q2 activities.

## The Yes-Person Trap

Accepting every request and commitment without consideration.

**Solution:** Your default should be 'Let me check my priorities and get back to you.'

## The Planning Without Action Trap

Spending all your time organizing and planning without executing.

**Solution:** Limit planning to 10% of your time. The matrix is a tool, not the goal.

# The Daily Matrix Routine

Build this simple habit for lasting change

## Morning (5 minutes)

1. Review your task list

2. Apply the 3-question filter to each task

3. Place tasks in appropriate quadrants

4. Identify your ONE most important Q2 task

5. Schedule time for Q2 before checking email

## Afternoon (3 minutes)

1. Cross off completed tasks

2. Move remaining urgent items to tomorrow

3. Add any new tasks that emerged

4. Celebrate your Q2 progress

5. Clear or defer Q4 items