

Eisenhower Matrix

Your Personal Productivity Dashboard



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

Examples for Each Quadrant

Do First (Urgent & Important)

Critical tasks that need immediate attention

- **Crisis situations** - Requires immediate action to prevent negative consequences
- **Pressing deadlines** - Time-sensitive deliverables that can't be postponed
- **Emergency meetings** - Critical decisions that need to be made now
- **Last-minute problems** - Issues that will escalate if not addressed immediately
- **Health emergencies** - Personal well-being always takes priority

Schedule (Important but Not Urgent)

Strategic activities that contribute to long-term success

- **Planning and strategy** - Sets direction and prevents future crises
- **Personal development** - Investing in skills pays long-term dividends
- **Relationship building** - Strong relationships are crucial for success
- **Preventive maintenance** - Prevents urgent problems from occurring
- **Exercise and health** - Maintains energy and prevents burnout

Delegate (Urgent but Not Important)

Tasks that need to be done but don't require your expertise

- **Some phone calls** - Can often be handled by others or automated
- **Routine emails** - Standard responses can be delegated or templated
- **Minor interruptions** - Often someone else's urgency, not yours
- **Administrative tasks** - Necessary but not strategic work
- **Others' priorities** - Just because it's urgent to them doesn't make it important to you

Delete (Neither Urgent nor Important)

Activities that waste time without adding value

- **Excessive social media** - Time sink with minimal return

- **Unnecessary meetings** - Meetings without clear objectives or outcomes
- **Perfectionism on minor tasks** - Diminishing returns on low-impact work
- **Busy work** - Activity without productivity
- **Time wasters** - Activities that don't align with any goals

Common Teacher 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

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