# Eisenhower Matrix for Lawyers

Where Cases Meet Clarity

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

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| **Do First**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Plan**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Delegate**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Review**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# How to Use This Matrix in Legal Practice

This isn't about perfection - it's about survival and success in a demanding profession. Use it to bring order to chaos and reclaim your time.

# The Legal Professional's Quick Sort

1. Does this have a court deadline or legal consequence?
2. Will this significantly advance a case or client relationship?
3. Can someone else handle this competently?

# Making It Stick

Print this matrix and keep it visible. Review it before checking email, after client calls, and when planning your day. The habit takes 21 days to form but pays dividends for years.

# The Lawyer's 3-Question Quick Sort

When a new task hits your desk, ask these three questions to instantly know where it belongs:

## Question 1: Is there a court deadline or statute of limitations?

**If YES:** Q1 - Do it now

**If NO:** Continue to question 2

## Question 2: Will this significantly advance a case or client relationship?

**If YES:** Q2 - Schedule it properly

**If NO:** Continue to question 3

## Question 3: Can a paralegal, associate, or legal assistant handle this?

**If YES:** Q3 - Delegate it

**If NO:** Q4 - Question if it's needed at all

# Common Lawyers Traps to Avoid

## The Demanding Client Trap

Every client thinks their matter is most urgent, leading to reactive practice

**Solution:** Set clear expectations about timelines. Use the matrix to show clients your prioritization process.

## The Perfectionist Trap

Spending 10 hours perfecting a 2-hour task because 'lawyers must be thorough'

**Solution:** Define 'good enough' for different types of work. Not every document needs Supreme Court-level crafting.

## The Billable Hour Trap

Prioritizing any billable work over important non-billable activities

**Solution:** Remember that Q2 activities (like client development) create future billable work.

# The Legal Professional's Daily Matrix Routine

A simple routine that takes 10 minutes but saves hours of scattered effort

## Morning (5 minutes)

1. Review today's court deadlines and filing requirements (Q1)

2. Check calendar for scheduled Q2 deep work blocks

3. Identify top 3 tasks that must be completed today

4. Scan for items to delegate before team gets busy

## Afternoon (5 minutes)

1. Quick scan for new urgent items from courts or clients

2. Assess progress on morning's top 3 tasks

3. Move incomplete important tasks to tomorrow's Q2

4. Delete or delegate anything that's not truly needed