# Eisenhower Matrix for New Managers

New Manager Edition

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

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

# Start Here: Your Manager Matrix

List everything - your work, team requests, meetings. Be shocked at how much you're trying to do.

# The Manager's 3-Question Filter

1. Does this impact team delivery or growth?\n2. Will this develop my team or prevent problems?\n3. Can someone else do this?

# Your Success Metrics

• Week 1: One real 1-on-1\n• Week 2: Delegate something\n• Month 1: Team self-solves\n• Month 3: Strategic recognition

# Manager-Specific Tips

• 1-on-1s are sacred - protect them\n• Your calendar reflects priorities\n• Delegation is development\n• Strategic > Reactive\n• Lead by example

# Remember

• You're a multiplier now\n• Your team's success = your success\n• Strategic thinking IS work\n• It's okay to still be learning\n• Progress over perfection

# The New Manager's 3-Question Priority Filter

Before adding any task to your matrix, ask these three questions:

## Question 1: Does this directly impact my team's ability to deliver or grow?

**If YES:** It might be Important + Urgent (Quadrant 1)

**If NO:** Move to question 2

## Question 2: Will this develop my team or prevent future problems?

**If YES:** It's likely Important + Not Urgent (Quadrant 2)

**If NO:** Move to question 3

## Question 3: Can someone else do this, or is it just keeping me busy?

**If YES:** It belongs in Quadrant 3 (delegate) or 4 (delete)

**If NO:** Reconsider - it might be more important than you think

# Common New-managers Traps to Avoid

## The Super Contributor Trap

Trying to do all the work yourself instead of enabling your team.

**Solution:** Your value is now in multiplication, not addition. Enable 5 people to do 80% = 400% output.

## The Open Door Disaster

Being too available means you never get strategic work done.

**Solution:** Set office hours. Protect focus time. Your team needs you to think strategically.

## The Urgency Addiction

Getting hooked on solving immediate problems instead of preventing them.

**Solution:** For every Q1 fire, ask: 'What Q2 activity would have prevented this?'

## The Popularity Contest

Trying to be everyone's friend instead of their leader.

**Solution:** Respect is more important than being liked. Fair, consistent leadership builds both.

# Your Daily Manager Matrix Routine

15 minutes that will transform your effectiveness

## Morning (10 minutes)

1. Review your team's priorities for the day

2. Check for any overnight escalations

3. Identify ONE team development activity

4. Block time for at least one 1-on-1

5. Set your own top 3 priorities

6. Communicate availability to your team

## Afternoon (5 minutes)

1. Quick check: Did I lead or just react today?

2. Note any team issues to address tomorrow

3. Identify one thing to delegate tomorrow

4. Celebrate team wins (even small ones)

5. Set tomorrow's Q2 leadership activity