Your Eisenhower Matrix

New Manager Edition

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

Examples for Each Quadrant

Crisis Management (Do Now)

True emergencies that need your immediate attention

- **Team member performance crisis** - Impacts entire team morale and productivity
- **Blocker preventing team from working** - Every hour costs team productivity
- **Escalation from your boss** - Managing up protects your team
- **Customer complaint about your team** - Requires manager-level response
- **HR issue requiring immediate action** - Legal and compliance requirements

Leadership Work (Schedule It)

The activities that make you an effective manager

- **Regular 1-on-1s with team members** - Builds trust and catches issues early
- **Team development and training planning** - Investing in growth pays dividends
- **Strategic planning and goal setting** - Clear direction prevents confusion
- **Building cross-team relationships** - Your network helps your team succeed
- **Your own skill development** - Better manager = better team

Delegation Opportunities (Find Alternatives)

Tasks that feel urgent but don't require your level

- **Routine approvals and sign-offs** - Set up delegation authority
- **Status report compilation** - Team members can own their updates
- **Meeting attendance where you're optional** - Send a team member to learn
- **Answering questions team could solve** - Encourage peer problem-solving
- **CC'd emails requiring no action** - Create filters or ignore

Time Wasters (Delete)

Activities that don't serve you or your team

- **Micromanaging capable team members** - Destroys trust and wastes time

- **Perfecting work that's already good** – Diminishing returns on effort

- **Office politics and gossip** – Drains energy without benefit

- **Redoing team members' acceptable work** – Prevents their growth

- **Attending every optional meeting** – FOMO isn't leadership

Common Teacher 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