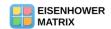


Your Eisenhower Matrix

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
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