# Eisenhower Matrix for Nurses

Nurse Edition

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

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

# How to Use This Matrix as a Nurse

This isn't about perfection - it's about sustainable, safe patient care. Use it to protect your energy for what matters most.

# The 3-Question Quick Sort

1. Does this directly impact patient safety or immediate care?
2. Will this prevent future complications?
3. Can someone else do this, or can it wait?

# Remember

• You can't pour from an empty cup
• Good enough documentation is good enough
• Taking breaks prevents errors
• Delegation is not laziness
• Nursing is a marathon, not a sprint

# The 3-Question System for Nurses

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

## Question 1: Does this directly impact patient safety or immediate care needs?

**If YES:** It's Important + Urgent (Quadrant 1)

**If NO:** Move to question 2

## Question 2: Will this prevent future complications or improve care quality?

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

**If NO:** Move to question 3

## Question 3: Can another team member handle this, or can it wait until after patient care?

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

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

# Common Nurses Traps to Avoid

## The Everything is Life-or-Death Trap

In healthcare, it's easy to treat every task as critical.

**Solution:** True emergencies are rare. Most tasks can wait 30 minutes without harm.

## The Documentation Black Hole

Spending hours perfecting notes instead of providing care.

**Solution:** Chart to standard, not to perfection. Set time limits.

## The Yes Nurse Syndrome

Taking on everyone else's tasks because you want to help.

**Solution:** Helping yourself stay focused helps your patients more.

## The Skip Break Trap

Working through breaks to 'catch up' but getting more behind.

**Solution:** Breaks are Quadrant 2 - they prevent errors and burnout.

# Your Shift Eisenhower Routine

5 minutes before shift, 3 minutes after. That's all.

## Morning (5 minutes pre-shift)

1. Review patient assignments and priorities

2. Identify critical tasks for first 2 hours

3. Note which tasks can be delegated

4. Schedule your break times (yes, really)

5. Set one Quadrant 2 goal for the shift

## Afternoon (3 minutes post-shift)

1. Quick brain dump of incomplete tasks

2. Note what made today harder than needed

3. Identify one system to improve tomorrow

4. Celebrate what you accomplished

5. Leave work at work