# Eisenhower Matrix for Parents

From Chaos to Calm

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

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| **Do First**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Plan**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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# How to Use This Matrix as a Parent

This isn't about perfection - it's about survival and sanity. Use it messy. Update it on the go. Make it work for YOUR family.

# The Parent's Quick Sort

1. Will someone be hurt, hungry, or stranded if this waits?
2. Does this build our family or just busy us?
3. Can kids or partner help with this?

# Remember

• Your kids need a happy parent more than a perfect one
• 'No' is a complete sentence
• Self-care isn't selfish
• Done is better than perfect
• This phase won't last forever

# The Parent's 3-Question Sort

Sort any task in seconds with these simple questions:

## Question 1: Does this need to happen today or will someone be harmed/severely impacted?

**If YES:** It's URGENT → Continue to Q2

**If NO:** It's NOT URGENT → Continue to Q2

## Question 2: Does this directly affect my family's health, safety, wellbeing, or future?

**If YES:** It's IMPORTANT → Place based on urgency

**If NO:** It's NOT IMPORTANT → Place based on urgency

## Question 3: Can my partner, kids, or a service handle this?

**If YES:** Consider DELEGATING (especially if in Q3)

**If NO:** You'll need to handle it personally

# Common Parents Traps to Avoid

## The Super-Parent Trap

Trying to do everything yourself because 'it's faster' or 'they won't do it right.'

**Solution:** Done by someone else beats perfect by you. Teach, delegate, and lower standards.

## The Yes-to-Everything Trap

Signing up for every activity, playdate, and opportunity because you don't want kids to miss out.

**Solution:** Less is more. Kids need downtime. Family sanity beats busy schedules.

## The Comparison Trap

Scrolling social media and feeling like a failure compared to Pinterest-perfect parents.

**Solution:** Unfollow accounts that make you feel bad. Real parenting is messy.

## The Someday Trap

Putting off self-care and couple time until 'things calm down' or 'kids are older.'

**Solution:** Schedule it like you would a dentist appointment. It won't happen otherwise.

# Your Daily Parent Routine

5 minutes in the morning, 2 minutes at night. That's it.

## Morning (5 minutes (before kids wake up))

1. Brain dump while coffee brews

2. Run each task through the 3 questions

3. Place in quadrants

4. Identify ONE Quadrant 2 item for today

5. Note any tasks to delegate to partner/kids

## Afternoon (2 minutes (after bedtime))

1. Check off completed tasks (celebrate!)

2. Move incomplete urgent items to tomorrow

3. Add any new tasks from the day

4. Prep tomorrow's must-dos