

# Your Eisenhower Matrix

## Project Manager Edition



# Start Here: Your First Matrix

Don't overthink it. List all tasks, then sort. The clarity will be immediate.

## The PM's 3-Question Filter

1. Does this impact deliverables or milestones?  
2. Will this prevent risks or build relationships?  
3. Can someone else do this?

## Your Success Metrics

- Week 1: Complete one Q2 task
- Week 2: Say no to one meeting
- Month 1: Reduce Q1 by 40%
- Month 3: Hit all milestones

## PM-Specific Tips

- Block Q2 time like client meetings
- Update your matrix daily
- Batch similar tasks
- Review weekly for patterns
- Protect your focus time

## Remember

- Project success > perfection
- Strategic no's enable yes's
- Q2 prevents Q1
- Systems beat heroics
- Sustainable pace wins

## The PM's 3-Question Priority Filter

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

### Question 1

**Does this directly impact project deliverables or critical milestones?**

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

**If NO:** Move to question 2

## Question 2

**Will this prevent future project risks or improve key relationships?**

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

**If NO:** Move to question 3

## Question 3

**Can someone else handle this, or will it matter in 6 months?**

**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 fires that threaten project success or key relationships

- **Production system blocking deployment** - Project literally cannot proceed
- **Critical path deliverable due today** - Delays cascade through timeline
- **Executive escalation meeting** - Relationship damage affects support
- **Blocker removal for critical path** - Project timeline depends on it
- **Contract issue threatening budget** - No funding = no project

## Strategic Success (Schedule It)

Activities that ensure project success and prevent crises

- **Risk assessment and mitigation planning** - Every risk caught early saves a crisis
- **Building stakeholder relationships** - Trust prevents future escalations
- **Your professional development** - Better skills = easier projects
- **Process improvement** - Save hours every week
- **Strategic project planning** - Clear plans prevent confusion

## Delegate Zone (Find Alternatives)

Tasks that feel urgent but don't require your expertise

- **Routine status report requests** - Create templates or dashboards
- **Non-critical data requests** - Provide self-service options
- **Meeting requests without agendas** - Decline or request async update
- **Formatting and beautification** - Use templates or delegate
- **Non-critical check-ins** - Schedule office hours instead

## Time Wasters (Delete)

Activities that feel productive but add no value

- **Perfecting slide animations** - Content matters, not transitions

- **Reorganizing already organized files** - Procrastination in disguise
- **Reading every PM article** - Information without application
- **Attending optional meetings** - Your time is precious
- **Over-documenting** - Good enough is good enough

# Common Teacher Traps to Avoid

## The Everything is Urgent Trap

When all stakeholders claim priority, nothing is priority.

**Solution:** Use project impact data to justify your decisions.

## The Hero Complex

Trying to solve every problem personally.

**Solution:** Your job is project success, not doing everything yourself.

## The Perfection Paralysis

Polishing deliverables beyond requirements.

**Solution:** Define 'good enough' and stick to it.

## The Yes PM Trap

Accepting every request to be helpful.

**Solution:** Strategic no's protect your critical yes's.

# Your Daily Matrix Routine

10 minutes morning, 5 minutes evening. The ROI is huge.

## Morning (10 minutes)

1. Review overnight emails and messages
2. Update matrix with new tasks
3. Identify today's ONE Q2 activity
4. Block calendar time for deep work
5. Review critical path items
6. Set realistic daily goals

## Afternoon (5 minutes)

1. Cross off completed tasks
2. Move incomplete Q1 items forward
3. Add new tasks that emerged
4. Note what created unexpected urgencies
5. Identify tomorrow's Q2 priority

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