# Eisenhower Matrix for Teachers

A Teacher's Command Center

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

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

This isn't another thing to perfect. It's a tool to help you survive and thrive. Use it messy. Use it imperfectly. Just use it.

# The 3-Question Quick Sort

1. Does this directly impact student learning TODAY or THIS WEEK?
2. Will this make my teaching more effective LONG-TERM?
3. Can someone else do this, or can it wait indefinitely?

# Remember

• You can't pour from an empty cup
• Perfect is the enemy of good
• Your students need you healthy, not heroic
• It's okay to have boundaries
• Teaching is a marathon, not a sprint

# The Teacher's 3-Question Sort

Sort any task in 20 seconds with these simple questions:

## Question 1: Does this need to be done before I leave school today?

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

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

## Question 2: Does this directly impact student learning, safety, or my job requirements?

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

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

## Question 3: Can a TA, volunteer, student, or technology help with this?

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

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

# Common Teachers Traps to Avoid

## The Everything is Urgent Trap

When parents, admin, and students all need something 'ASAP', everything feels like Quadrant 1.

**Solution:** Use the 24-hour rule: If it can wait 24 hours without serious consequences, it's not truly urgent.

## The Guilt-Driven Yes Trap

Saying yes to every committee, event, and request because you 'should' help.

**Solution:** Your first responsibility is to your students' learning. Everything else is optional.

## The Perfection Trap

Spending hours making materials Pinterest-worthy instead of focusing on actual teaching.

**Solution:** Done is better than perfect. Your students need your energy, not your perfection.

## The Planning Paralysis Trap

Spending all your time planning the 'perfect' lesson instead of teaching good ones consistently.

**Solution:** Set a timer. When it goes off, your planning is done. Iterate as you go.

# Your Daily Eisenhower Routine

5 minutes in the morning, 3 minutes after school. That's all it takes.

## Morning (5 minutes)

1. Brain dump everything on your mind onto paper

2. Run each item through the 3-question system

3. Place each task in the appropriate quadrant

4. Identify your ONE Quadrant 2 task for today

5. Schedule it during your prep or planning time

## Afternoon (3 minutes)

1. Cross off completed tasks (celebrate!)

2. Move any incomplete Quadrant 1 tasks to tomorrow

3. Add any new tasks that came up during the day

4. Identify tomorrow's ONE Quadrant 2 priority