

# Your Eisenhower Matrix

## A Teacher's Command Center



# 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

# Examples for Each Quadrant

## Crisis Mode (Do Now)

True emergencies that directly impact student safety or immediate learning needs

- **Student having a medical emergency** - Safety always comes first - no explanation needed
- **Teaching your next class (when the bell rings)** - Students are literally waiting for you
- **Mandated reporter duties** - Legal requirement with immediate timeline
- **Tech failure during online learning** - Students can't access learning without it
- **Substitute plans (when you're suddenly ill)** - Class happens with or without you

## Growth Zone (Schedule It)

Activities that improve your teaching and prevent future crises

- **Unit planning during prep time** - Better lessons = less stress + more learning
- **Creating rubrics and assessment tools** - Saves hours of grading time later
- **Building positive relationships with students** - Prevents behavior issues and improves learning
- **Professional development** - Better skills = easier teaching
- **Organizing classroom systems** - Saves time every single day

## Delegate Zone (Find Help)

Tasks that feel urgent but don't require your expertise

- **Making copies for tomorrow** - Can a TA, volunteer, or student helper do this?
- **Routine parent emails** - Create templates or use voice-to-text
- **Data entry and attendance** - Batch these or find tech shortcuts
- **Classroom organization** - Students love helping with this
- **Bulletin board updates** - Make it student work or keep it simple

## Delete Zone (Just Say No)

Time wasters disguised as educational activities

- **Perfecting color-coded everything** - Students care about learning, not aesthetics
- **Attending optional meetings with no agenda** - Your time is too valuable
- **Elaborate classroom decorations** - Pinterest isn't paying your bills
- **Redoing work that's already good enough** - Done is better than perfect
- **Comparing yourself to social media teachers** - Their highlight reel isn't reality

# Common Teacher 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

© 2025 EisenhowerMatrix.com and Appfluence Inc. Visit us at <https://www.eisenhowermatrix.com>