



Prioritize Using The Eisenhower Method of Urgency + Importance

This matrix describes an approach to prioritizing that is attributed to former U.S. President Dwight D. Eisenhower. You will look at activities and time spent in each quadrant. This tool highlights how time spent relates to what we see as important to our values.

	URGENT	NOT URGENT
IMPORTANT	<p>QUADRANT 1 URGENT + IMPORTANT</p> <p>How to handle Quadrant 1: <u>DO</u></p> <ul style="list-style-type: none"> <input type="radio"/> Deadline-driven tasks <input type="radio"/> Crises <input type="radio"/> Last-minute preparations <input type="radio"/> _____ <input type="radio"/> _____ 	<p>QUADRANT 2 NOT URGENT + IMPORTANT</p> <p>How to handle Quadrant 2: <u>DECIDE/SCHEDULE</u></p> <ul style="list-style-type: none"> <input type="radio"/> Life goals <input type="radio"/> Friendships <input type="radio"/> Relationships <input type="radio"/> Exercise <input type="radio"/> Health
NOT IMPORTANT	<p>QUADRANT 3 URGENT + NOT IMPORTANT</p> <p>How to handle Quadrant 3: <u>DELEGATE/COLLABORATE</u></p> <ul style="list-style-type: none"> <input type="radio"/> Tasks or favours requested by others <input type="radio"/> Some emails + meetings <input type="radio"/> False busy tasks <input type="radio"/> _____ <input type="radio"/> _____ 	<p>QUADRANT 4 NOT URGENT + NOT IMPORTANT</p> <p>How to handle Quadrant 4: <u>DELETE/REDUCE/USE AS REWARD</u></p> <ul style="list-style-type: none"> <input type="radio"/> Social media <input type="radio"/> Film streaming sites or shows <input type="radio"/> Computer or video games <input type="radio"/> _____ <input type="radio"/> _____

DEEPER DIVE



DEEPER DIVE!
Matrix of Urgency + Importance

Review priorities and adjust To Do lists to be calmer, and to spend less time in Quadrant 1.



- 1 Write your daily and weekly tasks, activities, and projects in the Quadrant where they fit for you. There are no correct answers!
- 2 Quadrant 2 activities are guided by what is important to you, what you value, who you want to be. It is also a great way to lighten the load from Quadrant 1. You must set time aside deliberately for this Quadrant.
- 3 Review those tasks, activities, and projects, estimating the amount of time you are spending in each Quadrant.
- 4 Does the estimated time in each quadrant reflect what you want for your life, and who you want to be?
- 5 How can you free up more time for Quadrant 2 activities?

	URGENT	NOT URGENT
IMPORTANT	<p>QUADRANT 1</p> <p style="background-color: #4CAF50; color: white; padding: 2px;">URGENT + IMPORTANT</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>Estimated time per week: _____</p>	<p>QUADRANT 2</p> <p style="background-color: #4CAF50; color: white; padding: 2px;">NOT URGENT + IMPORTANT</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>Estimated time per week: _____</p>
NOT IMPORTANT	<p>QUADRANT 3</p> <p style="background-color: #4CAF50; color: white; padding: 2px;">URGENT + NOT IMPORTANT</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>Estimated time per week: _____</p>	<p>QUADRANT 4</p> <p style="background-color: #4CAF50; color: white; padding: 2px;">NOT URGENT + NOT IMPORTANT</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>Estimated time per week: _____</p>