

Prioritizing Tasks (Example Sheet)

USING THE EISENHOWER MATRIX

URGENT AND IMPORTANT

Description: Tasks that need immediate attention and are crucial to your goals or deadlines.

Examples: Crises, emergencies, pressing deadlines.

Action: Do these tasks immediately.

IMPORTANT BUT NOT URGENT

Description: Tasks that are important for your long-term goals but do not need immediate attention.

Examples: Planning, strategic thinking, personal development.

Action: Schedule these tasks for later.

URGENT BUT NOT IMPORTANT

Description: Tasks that require immediate attention but are not critical to your goals.

Examples: Interruptions, meetings, activities that could be delegated.

Action: Delegate these tasks if possible.

NOT URGENT AND NOT IMPORTANT

Description: Tasks that are neither urgent nor important and do not contribute to your goals.

Examples: Trivial activities, distractions, time-wasters.

Action: Eliminate these tasks.



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URGENT AND IMPORTANT

IMPORTANT BUT NOT URGENT

URGENT BUT NOT IMPORTANT

NOT URGENT AND NOT IMPORTANT

