

# EISENHOWER MATRIX



## How to Use the Eisenhower Matrix

### 1. LIST YOUR TASKS

- Begin by writing down all the tasks you need to complete. This can include work-related responsibilities, personal commitments, and any other obligations. Having a clear overview will help you prioritize effectively.

### 2. ASSIGN EACH TASK TO THE APPROPRIATE QUADRANT

- Evaluate each task based on its urgency and importance, then place it in the correct quadrant:
- **Urgent & Important (Do First)** – Tasks that require immediate attention and have significant consequences if not completed.
- **Important but Not Urgent (Schedule)** – Tasks that contribute to long-term goals and success but can be planned for a later time.
- **Urgent but Not Important (Delegate)** – Tasks that need to be handled quickly but do not necessarily require your personal involvement. Consider delegating these to someone else.
- **Neither Urgent nor Important (Eliminate)** – Tasks that add little to no value and can be postponed or removed altogether.

By systematically categorizing your tasks using the Eisenhower Matrix, you can enhance productivity, reduce stress, and focus on what truly matters.

