MATRIX



The Eisenhower Matrix is a simple and effective task management strategy named after President Eisenhower, who was known for helping individuals prioritise their tasks. The Matrix, helps you categorise tasks into four groups based on urgency and importance: Do, Decide, Schedule (Delegate), and Delete

URGENT

NOT URGENT

Do it now



Firefighting
Risk management
High impact work

Schedule



Quality time/Planning Long-term projects Strategic thinking

Delegate



Some meetings Low impact tasks Operational work

Delete



Some emails & calls Trivia/low value work Unnecessary 'busyness'

IMPORTANT

NOT IMPORTANT

EISENHOWER MATRIX



Take a few minutes at the beginning of the day to categorise each of the tasks on your to-do list based on their importance and urgency...

	URGENT	NOT URGENT
	Do it now	Schedule
TANT		
MPORTANT		
Σ		
	,	
•	Delegate	Delete
LN	Delegate	Delete
ORTANT	Delegate	Delete
IMPORTANT	Delegate	Delete
\vdash	Delegate	Delete
NOT IMPORTANT	Delegate	

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