

Eisenhower Matrix

Task | Importance | Urgency | Quadrant

Use this worksheet to help you prioritize tasks and activities based on the Eisenhower Matrix. Assess the importance and urgency of each task and categorize them accordingly. This will enable you to focus your time and energy on the most critical activities and achieve greater productivity.

Remember to review and adjust your priorities regularly to stay aligned with your goals. Focus on completing tasks in Quadrant I and II, delegate or minimize tasks in Quadrant III, and eliminate or delegate tasks in Quadrant IV. This worksheet will help you make informed decisions about where to invest your time and energy for maximum productivity and success.

Eisenhower Matrix

URGENT

NOT URGENT

IMPORTANT

These tasks require immediate attention and have a significant impact on your goals and objectives. Complete them as a top priority.

These tasks contribute to your long-term goals and should be given dedicated time and attention. Schedule them accordingly to ensure they are not neglected.

NOT IMPORTANT

These tasks may be time-sensitive but do not align with your goals and priorities. Evaluate if they can be delegated or minimized to free up your time for more important activities.

These tasks are low priority and do not significantly contribute to your goals. Consider eliminating or delegating them to create more space for meaningful work.

Eisenhower Matrix

URGENT

NOT URGENT

IMPORTANT

NOT IMPORTANT
