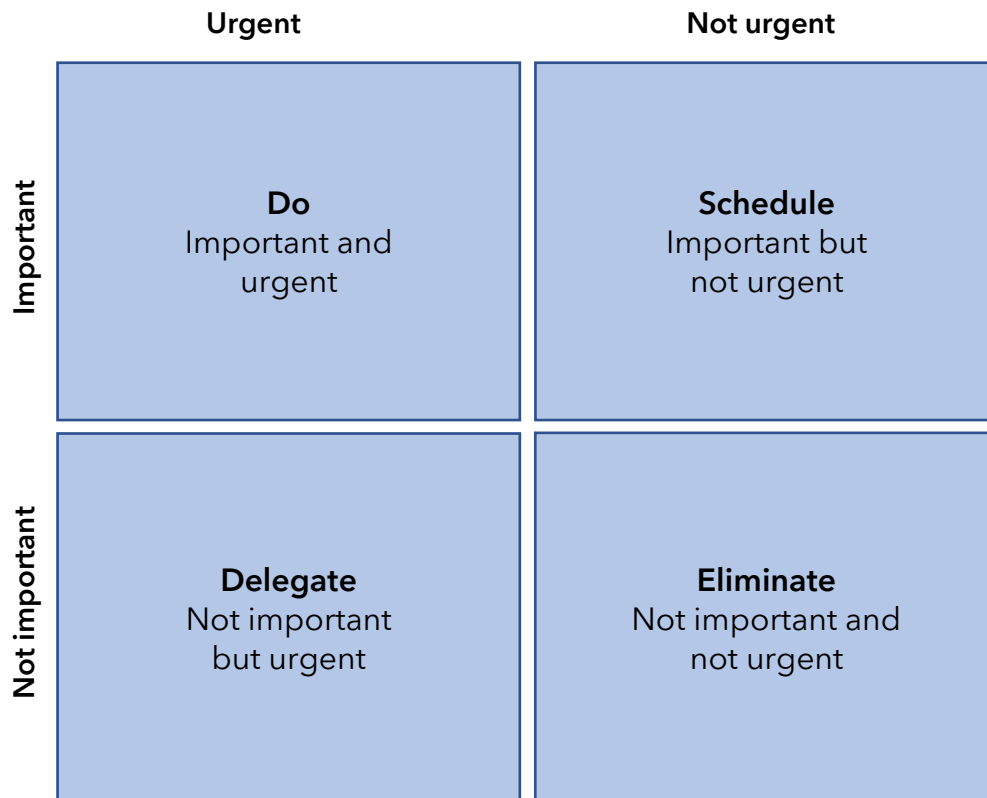


The Eisenhower Matrix (sometimes called the Urgent Important Matrix) is a tool that assists with decision making and prioritisation of tasks. The Eisenhower Matrix can be used to assist with time management and evaluate what tasks need to be completed immediately and which can be done later.



To use the Eisenhower Matrix, examine a list of tasks that belong to you and place each item in the box that it aligns to.

Ask yourself:

Does this task need to be done by me specifically?

What will happen if I don't do this task?

What will happen if I don't do this task immediately?



Below is a blank template you can use to complete your own Eisenhower Matrix:

	Urgent	Not urgent
Important	Do	Schedule
Not important	Delegate	Eliminate

When evaluating where to place your tasks, consider if any items are related or would impact another item.

If you are having trouble making decisions, consider asking a co-worker, manager, or family member for help as appropriate.

