Eisenhower Matrix

# What is this tool used for?

The Eisenhower Matrix is a decision-making tool that helps you make the distinction between tasks that are important, not important, urgent, and not urgent. It helps sort tasks by priorities, identify tasks you want to delegate, and identify tasks you should not do at all.

It splits tasks into four boxes that prioritize which tasks you should focus on first and which you should delegate or delete. The four quadrants are:

* Impact and urgent – these need to be done first
* Urgent but low impact – delegate these if you can
* High impact but not urgent – block time to work on these tasks later on
* Neither high impact nor urgent – do not do them at all, if possible.

## Definitions:

* **Urgent** = needs to be done now or very soon
* **Impact** = will help you reach a goal or has impact on your life, your customers, your company

# How to use this tool

* Write down the biggest challenges you are working on or are upcoming
* Be as specific and as clear as if you were writing it for someone else to read
* Use one colour sticky note and capture one item per sticky note
* Using the Eisenhower Matrix, rate the items by urgency and then impact – what will help you reach you goal? Or which task has the biggest impact?
* You can also change the axis to whatever you like – effort vs impact, risk vs opportunity
* This can also be done collaboratively

## PROJECT TITLE

## Delegate

## HIGH IMPACT

## NOT URGENT

## URGENT

## LOW IMPACT

## Schedule

## Do First

## Rainy Day