EISENHOWER MATRIX ACTIVITY

The Eisenhower Matrix is a helpful tool in prioritizing your day. All of our tasks fall into one of the quadrants below, depending on their importance and urgency. We often spend to much time in the urgent and important quadrant which results in stress and a lower level of investment in our work because we are pressed for time. The goal of effective time management is to spend a large part of our time in the important but not urgent quadrant, so that we are investing in what is most important without feeling the pressures of time constraints.

1. Consider all the tasks you complete in a day and place each one in one of the quadrants below.
2. Evaluate where you are spending the most time in your day and what tasks you should be spending more time on.