

The Eisenhower Matrix: Prioritizing Time

Directions: The organizer below will help you focus on what is most important by prioritizing all of the “tasks” you have to complete each day, helping you move from reacting to planning with intention.

Step 1: Begin with a quick “brain dump.” In the box below, write down everything you need to complete—schoolwork, responsibilities, commitments, or goals.

Step 2: Place tasks in the Matrix on the following page.

- **Quadrant 1: Do Immediately**

Tasks that are urgent and important: These should be your first focus. Does this need to be done right now? Is there a deadline or immediate consequence? Urgent tasks demand attention soon.

- **Quadrant 2: Schedule for a Down Time**

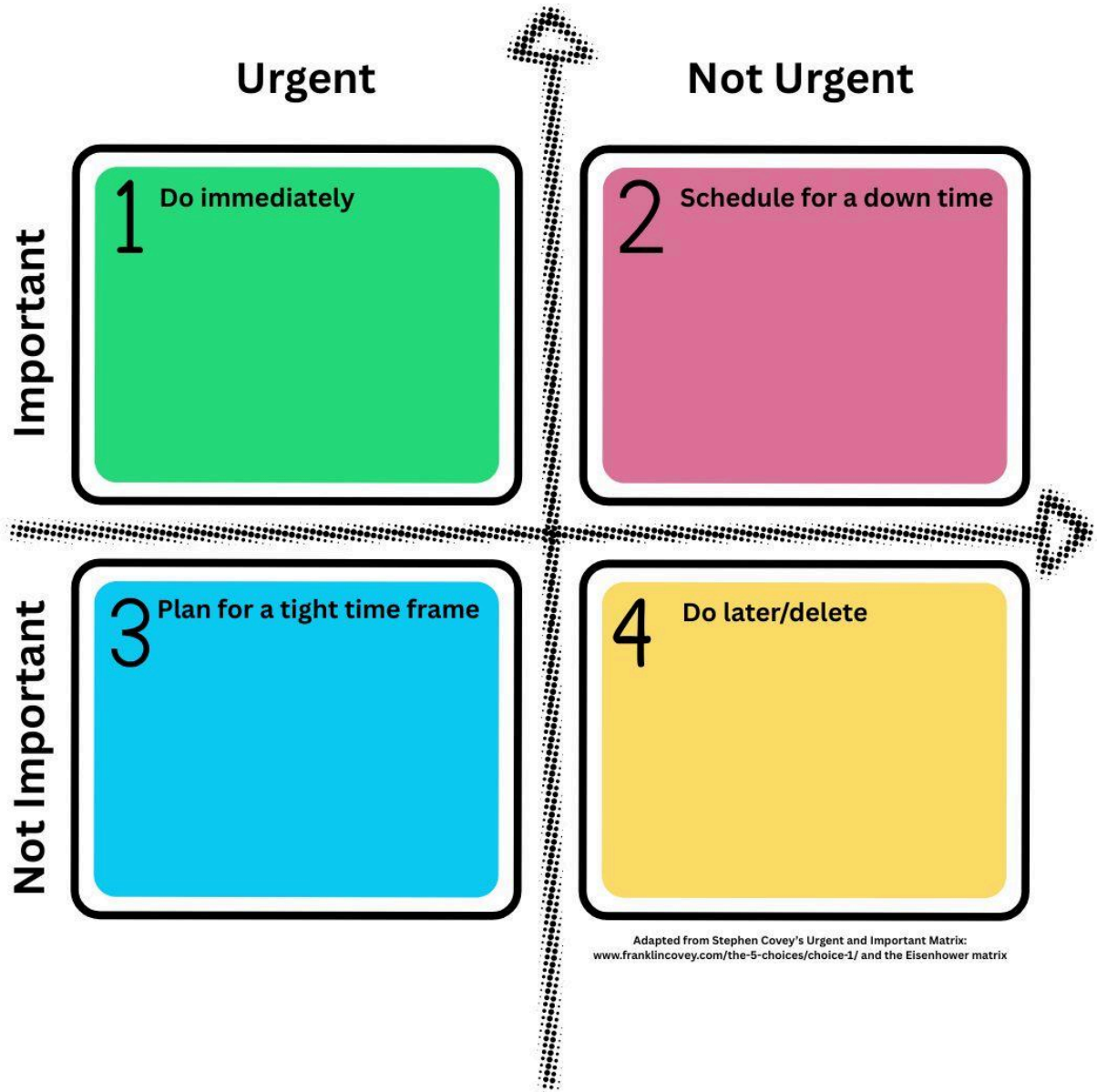
Important but not urgent tasks: Plan when you’ll work on these to prevent future stress. Does this task support learning, goals, or growth? Will completing it have a meaningful impact? Important tasks move you forward, even if they aren’t due immediately.

- **Quadrant 3: Plan for a Tight Time Frame**

Urgent but **less important** tasks: Decide how to handle them efficiently. Why does this feel urgent even if it is not? How can I complete this task efficiently without letting it take over my time?

- **Quadrant 4: Do Later/Delete**

Tasks that are **neither urgent nor important**: Consider postponing or letting these go. Why am I holding onto this task? What happens if I don’t do this at all? Is this task helping me reach a goal or just filling time?



Adapted from Stephen Covey's Urgent and Important Matrix: www.franklincovey.com/the-5-choices/choice-1/ and the Eisenhower matrix