TIME MANAGEMENT THE EISENHOWER MATRIX: IMPORTANT X URGENT

Thinking about how you spend your time, identify where your daily activities fall within the following four quadrants.

Importance: The extent an activity or task will move you closer towards achieving your vision of success.

Urgency: The extent that an activity or task must be completed immediately.

Important + Urgent: Crises (The Headless Chicken Quadrant)

It can feel overwhelming to spend too long in this quadrant. Avoid being here by carefully planning your time and scheduling these activities to reduce their urgency.

Important + Not urgent: Goals (AKA The Big Picture quadrant)

We tend to feel good, in control, and grow when we spend more time in this quadrant. Prioritise the activities in this quadrant by scheduling them first.

Important + Urgent: Interuptions (The Headless Chicken Quadrant)

It can feel like we're running on a treadmill if we spend too long here – busy but never moving closer towards our vision. Avoid this quadrant by carefully planning your time and scheduling these activities to reduce their urgency.

Not Important + Not Urgent:
Distractions
(AKA The Procrastination quadrant)

Time spent here leads to negative feelings around procrastination and overwhelm.

Avoid this quadrant by systematically eliminating distractions.

Not Important

Important

Urgent Not Urgent

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Consider:

- Where in the matrix are you spending your time?
- What tasks/habits are keeping you out of the growth space?
- How can you adjust your behaviour or schedule to spend more time in the growth section, and less time in the other three sections?

Use the matrix on the previous page to plot your activities and record your thoughts in the box below.	