

EISENHOWER MATRIX

Sort by urgency and importance. Give each task a next action.

Name / team: _____ Planning horizon: _____

Goal or commitment: _____

Urgent = waiting beyond _____ causes _____

Important = contributes to the goal or protects a meaningful commitment.

Q1 DO

Urgent + important

1. _____
2. _____
3. _____
4. _____

Act by the required time. Assign an owner.

Q2 SCHEDULE

Important, not urgent

1. _____
2. _____
3. _____
4. _____

Reserve time before the latest safe start.

Q3 DELEGATE / BATCH

Urgent, low importance

1. _____
2. _____
3. _____
4. _____

Check value, owner capacity, and handoff.

Q4 ELIMINATE

Neither urgent nor important

1. _____
2. _____
3. _____
4. _____

Drop it, or set a deliberate review date.

BEFORE YOU COMMIT

- Check deadlines, preparation time, and dependencies.
- Being easy to delegate does not make a task unimportant.
- If nobody can take a Q3 task, batch, simplify, renegotiate, or decline it.
- Protect scheduled Q2 work. Revisit the grid when circumstances change.