

Eisenhower Matrix

An Eisenhower Matrix is a time management tool that helps you sort your daily tasks into four quadrants based on urgency and importance.

Urgent and Important Do it now!	Important but not Urgent Schedule it!
Important but not Urgent Delegate it!	Not Urgent or Important Get rid of it!

What if we modified an Eisenhower Matrix to help us sort our energy requirements?

We can use urgency and responsibility. When you sort out your day, how many items cause you urgency and what items are you responsible for?

Urgent and responsible Look after it right now. <i>Ex. Gas light came on in the car</i>	Not urgent, but responsible Plan it! SMART Goals! <i>Ex. Paying Bills or buying groceries</i>
Not Responsible, but urgent If you're not responsible for it, is it really urgent? Where is the urgency coming from? Can we show empathy instead? <i>Ex. Boss complaining about your coworker</i>	Not urgent or responsible No energy investment needed.

When you sort your daily tasks or energy requirements, did you notice if you were treating any items as if they were in a different box than they ended up in?

Where else can you apply an Eisenhower matrix in your life?



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