

Eisenhower Matrix



The Eisenhower Matrix

	Urgent	Not Urgent
Important	Do It Now Tasks that are both urgent and important. Handle these immediately. <i>Examples: Studying for an exam due tomorrow, completing a work deadline</i>	Schedule It Tasks that are important but not urgent. Plan time for them in your schedule. <i>Examples: Long-term projects, career planning, regular exercise</i>
Nonessential	Delegate It Tasks that are urgent but not important. If possible, assign them to someone else or minimize the time spent on them. <i>Examples: Replying to nonessential emails, minor last-minute tasks</i>	Eliminate It Tasks that are neither urgent nor important. Reduce or remove these from your routine. <i>Examples: Excessive social media use, watching TV for long periods</i>

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Student Activity:

- Review Parts 1 and 2 of your Time Tracker.
- Categorize your daily activities using the Eisenhower Matrix.
- In Part 3 of your Time Tracker, adjust your schedule based on what should be prioritized, scheduled, delegated, or eliminated.

Reflection Questions:

- Which tasks take up most of your time? Are they in the right categories?
- What changes can you make to be more productive?
- How can prioritizing tasks help you reach your academic and career goals?