

Eisenhower Matrix

WORKSHEET

A prioritisation grid that sorts work by urgency and importance into four verdicts, do it now, schedule it, delegate it or eliminate it, built on the observation that the urgent and the important are rarely the same tasks.

PREPARED BY _____ DATE _____

DO (URGENT AND IMPORTANT)

Crises, hard deadlines and problems with real, immediate consequences. This work is done now and personally. A healthy system keeps this quadrant small, because much of what lands here is quadrant-two work that was left too long.

SCHEDULE (IMPORTANT, NOT URGENT)

Work that builds the future and prevents the crises: planning, relationships, improvement, development. Nothing forces it to happen this week, which is exactly why it must be given protected time. Covey argued effectiveness lives or dies in this quadrant.

DELEGATE (URGENT, NOT IMPORTANT)

Work with real deadlines whose importance belongs to someone else's objectives, or which does not need your particular skills: many interruptions, requests and routine administration. The verdict is to hand it over properly, with context, authority and a check-in.

ELIMINATE (NEITHER URGENT NOR IMPORTANT)

Work that survives on habit, courtesy or drift: reports nobody reads, standing meetings without decisions, busywork that photographs well. The verdict is to stop, visibly, and to tell whoever needs telling. This is the quadrant where capacity is recovered.

Eisenhower Matrix, 1989 · Originator: Contested; named after Dwight D. Eisenhower, whose 1954 speech quoted the urgent-important maxim, and formalised as a four-quadrant matrix by Stephen R. Covey.

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