

EISENHOWER MATRIX

IMPROVED DECISION MAKING. BETTER TIME MANAGEMENT. INCREASED PRODUCTIVITY

DATE:	COPY#	@THEBLOGRELAY.COM
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Q1	Do Now	NEXT ACTIONS
URGENT & IMPORTANT	1	*MAKE A PLAN TO FINISH THESE TASKS *START TRACKING WORK PROGRESS
	2	
	3	
	4	
	5	
	6	
	7	
	8	

Q2	SCHEDULE	NEXT ACTIONS
LESS URGENT, BUT IMPORTANT	1	*ADD TIMELINES TO GET STARTED *START TRACKING WORK PROGRESS *ADD COMMENTS, INVITE OTHERS
	2	
	3	
	4	
	5	
	6	
	7	
	8	

Q3	DELEGATE	NEXT ACTIONS
URGENT, BUT LESS IMPORTANT	1	*AUTOMATE *DELEGATE & FORGET *WATCH *DISCUSS
	2	
	3	
	4	
	5	
	6	
	7	
	8	

Q4	DELETE	NEXT ACTIONS
NEITHER URGENT NOR IMPORTANT	1	*DELETE FOR GOOD *MARK FOR LATER
	2	
	3	
	4	
	5	
	6	
	7	
	8	

*DO NOT ADD MORE THAN 8 TASKS AT A TIME. THIS IS A RECOMMENDED PRACTICE.

RETROSPECTIVE	TO LET YOU KNOW WHERE YOU SPEND MOST OF YOUR TIME AND WHAT NEXT STEPS YOU CAN TAKE TO GROW.
FIREFIGHTER - IF YOUR MAJORITY TIME GOES IN Q1 ZONE	You are extremely busy - lack of planning or always the last minute, there is plenty of room for improving planning & scheduling skills . Aim to stay more in Q2 & Q3 zone.
WORKING LIKE A BOSS - IF YOUR MAJORITY TIME GOES IN Q2 ZONE	That's fantastic work! You are headed in the right direction. As per Stephen Covey, successful people spend their time mainly in this zone. Keep up!
VIGILANT - IF YOUR MAJORITY TIME GOES IN Q3 ZONE	Delegation is good balancing. From here, your goal should be to do more of the tasks that are important for your growth as well. Aim for Q2 zone.
PASSIVE - IF YOUR MAJORITY TIMES GOES IN Q4 ZONE	It's worrisome as the work is not shaping well. It's more like procrastination or lack of clarity. Focus on the tasks that are more meaningful & fulfilling towards some goals—practice goal setting. Aim for Q1, Q2, or Q3 zones to get started.
TO ERR IS TO DIVINE - IF YOU SPEND SIMILAR TIME IN ALL ZONES	You are balancing perfectly in each zone. This can happen only when either you know it all or something is not coming outright. Try and be more realistic with your tasks or no need if it is actually.
HMM, CAN'T SAY! - IF NO SUBSTANTIAL WORK IS DONE IN ANY ZONE	Seems there isn't enough activity today. Get started now