

Awaken Your Inner Coach

Eisenhower Matrix

The Eisenhower Matrix, also known as the Urgent-Important Matrix, is a time-management tool that helps you prioritise tasks based on their urgency and importance. By categorizing tasks into four quadrants, you can make better decisions about where to focus your energy and which tasks to delegate or eliminate.

How to Use:

Identify Tasks:

List all the tasks you need to complete, including both work-related and personal tasks.

Categorise Tasks Using the Matrix:

The matrix is divided into four quadrants:

Quadrant 1: Urgent and Important (Tasks you must do immediately)

Quadrant 2: Not Urgent but Important (Tasks you should schedule to do later)

Quadrant 3: Urgent but Not Important (Tasks you can delegate to others)

Quadrant 4: Not Urgent and Not Important (Tasks you can eliminate or postpone)

Evaluate and Prioritise:

Assign each task to one of the four quadrants based on its urgency and importance.

Tasks in Quadrant 1 should be addressed first.

Tasks in Quadrant 2 should be scheduled for later to prevent them from becoming urgent.

Tasks in Quadrant 3 should be delegated if possible.

Tasks in Quadrant 4 should be eliminated or delayed.

Take Action:

Focus on completing Quadrant 1 tasks immediately, and schedule Quadrant 2 tasks for a later time. Delegate or eliminate tasks in Quadrants 3 and 4 as needed.



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Reflection Questions

Before using the Eisenhower Matrix, take a moment to reflect on the following:

Clarity of Tasks:

What are the most urgent and important tasks I need to tackle today?

Are there any tasks that have been sitting on my to-do list for a while and need to be addressed?

Urgency vs. Importance:

How do I usually decide what to focus on first? Do I often prioritize urgency over importance?

Which tasks are truly important, and which ones might just feel urgent but are not critical?

Delegation and Elimination:

Which tasks am I currently doing that could be delegated to someone else?

Are there tasks I've been holding on to that might not even need to be done?

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Q1	DO NOW	NEXT ACTIONS	Q2	SCHEDULE	NEXT ACTIONS
URGENT AND IMPORTANT		<ul style="list-style-type: none">*MAKE A PLAN TO FINISH THESE TASKS*START TRACKING WORK PROGRESS	LESS URGENT BUT, IMPORTANT		<ul style="list-style-type: none">*ADD TIMELINES TO GET STARTED*START TRACKING WORK PROGRESS*ADD COMMENTS, INVITE OTHERS
Q3	DELEGATE	NEXT ACTIONS	Q4	DELETE	NEXT ACTIONS
URGENT BUT, LESS IMPORTANT		<ul style="list-style-type: none">*AUTOMATE*DELEGATE & FORGET*WATCH*DISCUSS	NEITHER URGENT, NOR IMPORTANT		<ul style="list-style-type: none">*DELETE FOR GOOD*MARK FOR LATER

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Reflection Questions

Once you've completed the matrix, reflect on the following:

Urgency and Importance:

Were there any tasks that surprised me when I categorised them into the matrix?

How accurate was my assessment of what was truly urgent and important?

Time Management:

How did the matrix help me understand where I should be spending my time?

Do I often spend too much time on tasks in Quadrant 4 (Not Urgent, Not Important)? If so, why?

Delegation:

Were there tasks in Quadrant 3 (Urgent but Not Important) that I could delegate or outsource?

How comfortable am I with delegating tasks, and how can I improve in this area?

Scheduling:

How well did I schedule tasks in Quadrant 2 (Not Urgent but Important)?

Are there any tasks I'm procrastinating on that could be scheduled sooner to avoid urgency later?

Action Plan Moving Forward:

What tasks in Quadrant 1 (Urgent and Important) need immediate attention? What will I do first to address them?

Which Quadrant 2 tasks will I schedule for the coming week, and what steps will I take to avoid them becoming urgent?

Which tasks in Quadrants 3 and 4 do I need to eliminate, delegate, or delay?



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Outcomes of Using the Tool:

Improved Time Management:

By distinguishing between urgent and important tasks, you'll focus on what truly matters, reducing stress and improving productivity.

Clearer Priorities:

The matrix helps you stay on track by visually prioritising tasks and ensuring you're not spending time on things that don't align with your goals.

Delegation and Efficiency:

It allows you to recognise tasks that can be delegated, freeing up time for more critical activities.

Reduced Procrastination:

By addressing Quadrant 2 tasks early, you prevent important work from becoming urgent and overwhelming.