

## Lesson 1

# Eisenhower Priority Matrix

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### Tips for using the Eisenhower Matrix:

1. Writing everything on this to-do list will clear your mind from clutter, which in turn helps you focus on the task at hand.
2. When listing your tasks, try not to add any more than eight tasks per quadrant. Before adding any more to-do items, take action and complete the most important task first.  
*Remember: The goal isn't to just collect tasks, but to get things done!*
3. Keep one list that combines both your business and private tasks. This way you will ensure that you make time in your day to take care of personal tasks that are important to you and your family.
4. Do not allow distractions to derail your plan. Obviously, emergencies or urgent items come up, but be the one who defines your priorities for the day.
5. Set your email and instant messaging apps & notifications to "off" or have specific, intentional hours during the day where you will allow those distractions. This cuts down on time during the day where you are constantly checking them.
6. Avoid procrastinating as much as possible.

Reference source: [www.eisenhower.me](http://www.eisenhower.me)

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## Example Tasks Designations for the Eisenhower Priority Matrix

	<b>Urgent</b> (Very Important)	<b>Less Urgent</b> (Not as Important)
<b>Important</b> (High Urgency)	<b>1. Do First!</b> <ul style="list-style-type: none"><li>• <i>Pressing Issues that arise</i></li><li>• <i>Emergencies</i></li><li>• <i>Scheduled Meetings</i></li><li>• <i>Project Deadlines</i></li></ul>	<b>2. Schedule</b> <ul style="list-style-type: none"><li>• <i>Planning &amp; Scheduling</i></li><li>• <i>Specific project tasks</i></li><li>• <i>Personal care, doctor appointments, exercise</i></li><li>• <i>Training, research, personal development</i></li></ul>
<b>Less Important</b> (Low Urgency)	<b>3. Delegate</b> <ul style="list-style-type: none"><li>• <i>Daily calls and emails</i></li><li>• <i>Unnecessary meetings</i></li><li>• <i>General filler tasks</i></li><li>• <i>Unscheduled tasks or Interruptions</i></li><li>• <i>Others' agendas</i></li></ul>	<b>4. Don't Do</b> <ul style="list-style-type: none"><li>• <i>Long breaks, idle chats</i></li><li>• <i>Surfing the internet, scrolling social media, texting, personal calls, YouTube, Netflix, TV</i></li><li>• <i>Any activity you use to procrastinate</i></li></ul>

*"What is important is seldom urgent and what is urgent is seldom important."  
- Dwight Eisenhower*

Use the blank template below to write out your own tasks, prioritize them according to urgency and importance, and you will have a good jumpstart on planning your first daily to-do list.

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## Eisenhower Priority Matrix: Prioritizing Your Activities

	<b>Urgent</b> (Very Important)	<b>Less Urgent</b> (Not as Important)
<b>Important</b> (High Urgency)	<b>1. Do First!</b>	<b>2. Schedule</b>
<b>Less Important</b> (Low Urgency)	<b>3. Delegate</b>	<b>4. Don't Do</b>

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