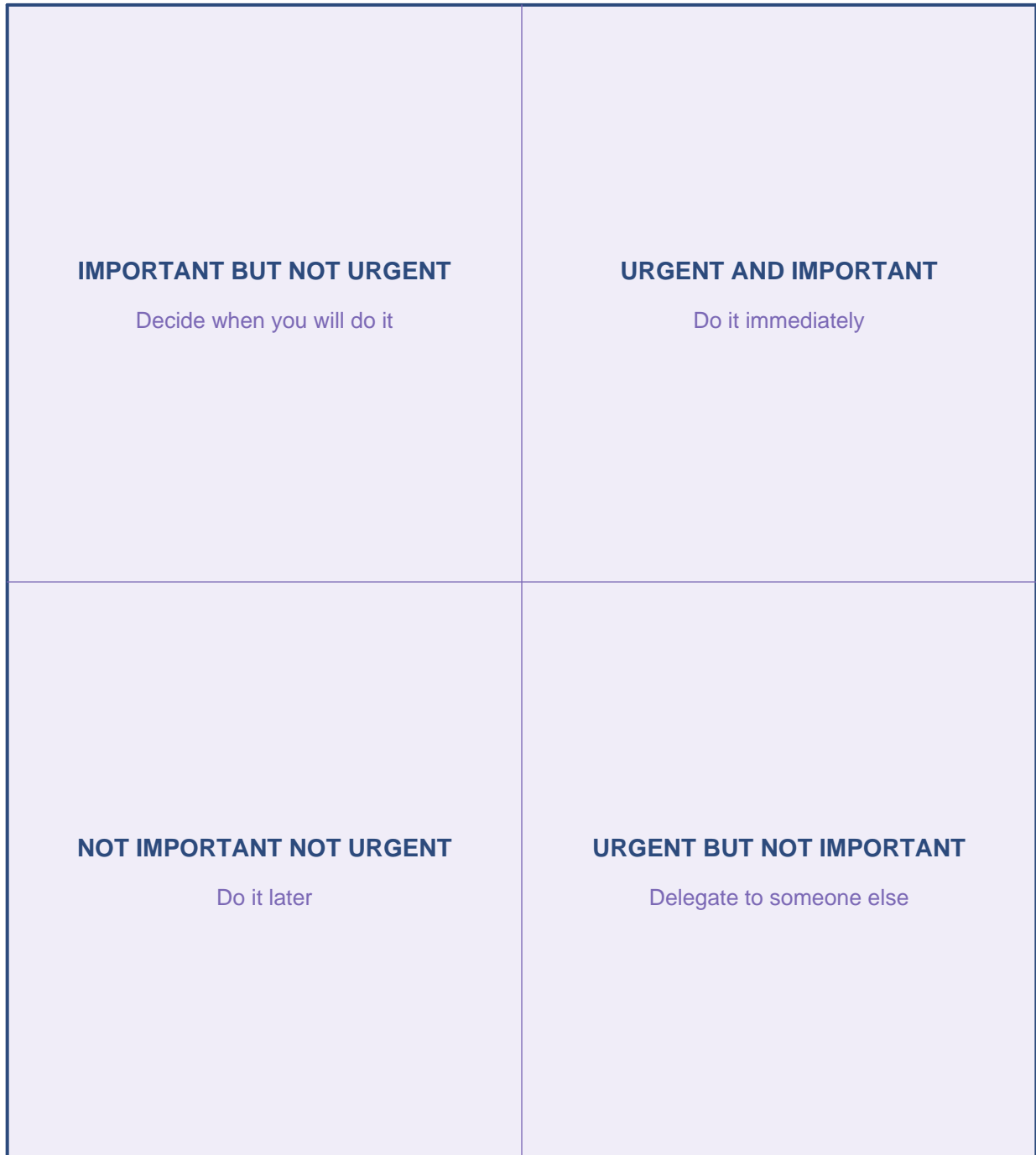


Eisenhower Matrix — Priority Planner

www.itsyourchoicetoday.com

The Eisenhower Matrix is a tool for prioritizing tasks based on urgency and importance, helping you become more effective and productive. Categorize your tasks into the four quadrants below to determine what needs to be done immediately and what can be eliminated.



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1. Important and Urgent

There are two definite types of urgent and important activities: those you couldn't have anticipated, and those that you have left until the last minute. You can eliminate last-minute activities by planning ahead and avoiding unnecessary procrastination. If you have lots of urgent and important tasks, highlight which ones you could have foreseen, and consider how you could schedule similar activities ahead of time, so that they don't become urgent.

2. Important, but Not Urgent

These are the activities that help you to achieve your primary, long-term personal and professional goals. Make sure you allow time to complete these activities thoroughly so that they don't become urgent. Allow enough time in your schedule to deal with unforeseen problems and last minute crises — this will maximize your likelihood of staying on track, and help avoid the stress of your to-do list becoming more urgent than necessary.

3. Not Important, but Urgent

Urgent but not important activities prevent you from fulfilling your primary life goals and vision. Consider whether you can reschedule these urgent activities or pass them onto someone else. Try to have specified time slots available for others, so that they understand they can have your time when it's appropriate for you.

4. Not Important and Not Urgent

These activities are just a distraction and must be avoided whenever possible. You can ignore or cancel a lot of them. Say 'no' politely where possible, and explain why you can't do it. If people see that you are clear about your objectives and your own personal boundaries, they will avoid asking you to do 'unimportant' activities in the future.