

The Eisenhower Principle Matrix

This grid can be used to help understand your "Big Rocks" and how to priorities other tasks.

Keep a list for a full 24 hours and track everything you do in a day. Then plot each item on the grid. It is important to be honest with yourself and how you spend your time. So include travel time, breaks, and socializing on your list.

Important

Do

Tasks with clear deadlines and significant consequences if not completed in a timely fashion.

Not Urgent

Schedule

Tasks with no set deadline but that bring you closer to your long-term goals.

Not Important

Delegate

Tasks that need to get done, but don't need your expertise in order to be completed.

Delete

Tasks that distract you from your preferred course, and don't add any measurable value.