EISENHOWER MATRIX URGENT VS IMPORTANT PRIORITY SHEET

COGNITIVE TRIAGE: DO FIRST, SCHEDULE, DELEGATE & ELIMINATE

DATE / TIMEFRAME: _____/_____/20__ HORIZON: [ ] Daily [ ] Weekly Sprint TRIAGE OWNER: _____ Q2 TARGET RATIO: 60%+

LAW OF PRODUCTIVITY: What is important is seldom urgent, and what is urgent is seldom important. Protect Quadrant 2 to prevent crises!

Q1: DO FIRST (URGENT & IMPORTANT)

Imminent deadlines, client emergencies, server crashes, high stakes

[ ] _____
Est: _____ min | Deadline: ____:____ | [ ] Resolved

[ ] _____
Est: _____ min | Deadline: ____:____ | [ ] Resolved

[ ] _____
Est: _____ min | Deadline: ____:____ | [ ] Resolved

[ ] _____
Est: _____ min | Deadline: ____:____ | [ ] Resolved

[ ] _____
Est: _____ min | Deadline: ____:____ | [ ] Resolved

[ ] _____
Est: _____ min | Deadline: ____:____ | [ ] Resolved

[ ] _____
Est: _____ min | Deadline: ____:____ | [ ] Resolved

[ ] _____
Est: _____ min | Deadline: ____:____ | [ ] Resolved

Q2: SCHEDULE / DEEP WORK (NOT URGENT & IMPORTANT)

Strategic growth, relationships, fitness, product architecture, learning

[ ] _____
Calendar Block Date: ____/____ Time: ____:____ | [ ] Done

[ ] _____
Calendar Block Date: ____/____ Time: ____:____ | [ ] Done

[ ] _____
Calendar Block Date: ____/____ Time: ____:____ | [ ] Done

[ ] _____
Calendar Block Date: ____/____ Time: ____:____ | [ ] Done

[ ] _____
Calendar Block Date: ____/____ Time: ____:____ | [ ] Done

[ ] _____
Calendar Block Date: ____/____ Time: ____:____ | [ ] Done

[ ] _____
Calendar Block Date: ____/____ Time: ____:____ | [ ] Done

[ ] _____
Calendar Block Date: ____/____ Time: ____:____ | [ ] Done

Q3: DELEGATE / AUTOMATE (URGENT & NOT IMPORTANT)

Interruptions, meetings with no agenda, routine admin, other people priorities

[ ] _____
Assignee / Tool: _____ Due: ____/____ [ ] Handed off

[ ] _____
Assignee / Tool: _____ Due: ____/____ [ ] Handed off

[ ] _____
Assignee / Tool: _____ Due: ____/____ [ ] Handed off

[ ] _____
Assignee / Tool: _____ Due: ____/____ [ ] Handed off

[ ] _____
Assignee / Tool: _____ Due: ____/____ [ ] Handed off

[ ] _____
Assignee / Tool: _____ Due: ____/____ [ ] Handed off

[ ] _____
Assignee / Tool: _____ Due: ____/____ [ ] Handed off

[ ] _____
Assignee / Tool: _____ Due: ____/____ [ ] Handed off

Q4: ELIMINATE / DROP (NOT URGENT & NOT IMPORTANT)

Mindless scrolling, busywork, trivial arguments, unsolicited requests

[X] _____
Distraction Source: _____ Cut Date: ____/____ [ ] Eliminated

[X] _____
Distraction Source: _____ Cut Date: ____/____ [ ] Eliminated

[X] _____
Distraction Source: _____ Cut Date: ____/____ [ ] Eliminated

[X] _____
Distraction Source: _____ Cut Date: ____/____ [ ] Eliminated

[X] _____
Distraction Source: _____ Cut Date: ____/____ [ ] Eliminated

[X] _____
Distraction Source: _____ Cut Date: ____/____ [ ] Eliminated

[X] _____
Distraction Source: _____ Cut Date: ____/____ [ ] Eliminated

[X] _____
Distraction Source: _____ Cut Date: ____/____ [ ] Eliminated

TOTAL TASKS: Q1 (Do): _____ | Q2 (Schedule): _____ | Q3 (Delegate): _____ | Q4 (Drop): _____

Strategic Insight: If Q1 exceeds 4 tasks, identify which Q2 preventive measures were missed and schedule them immediately.