

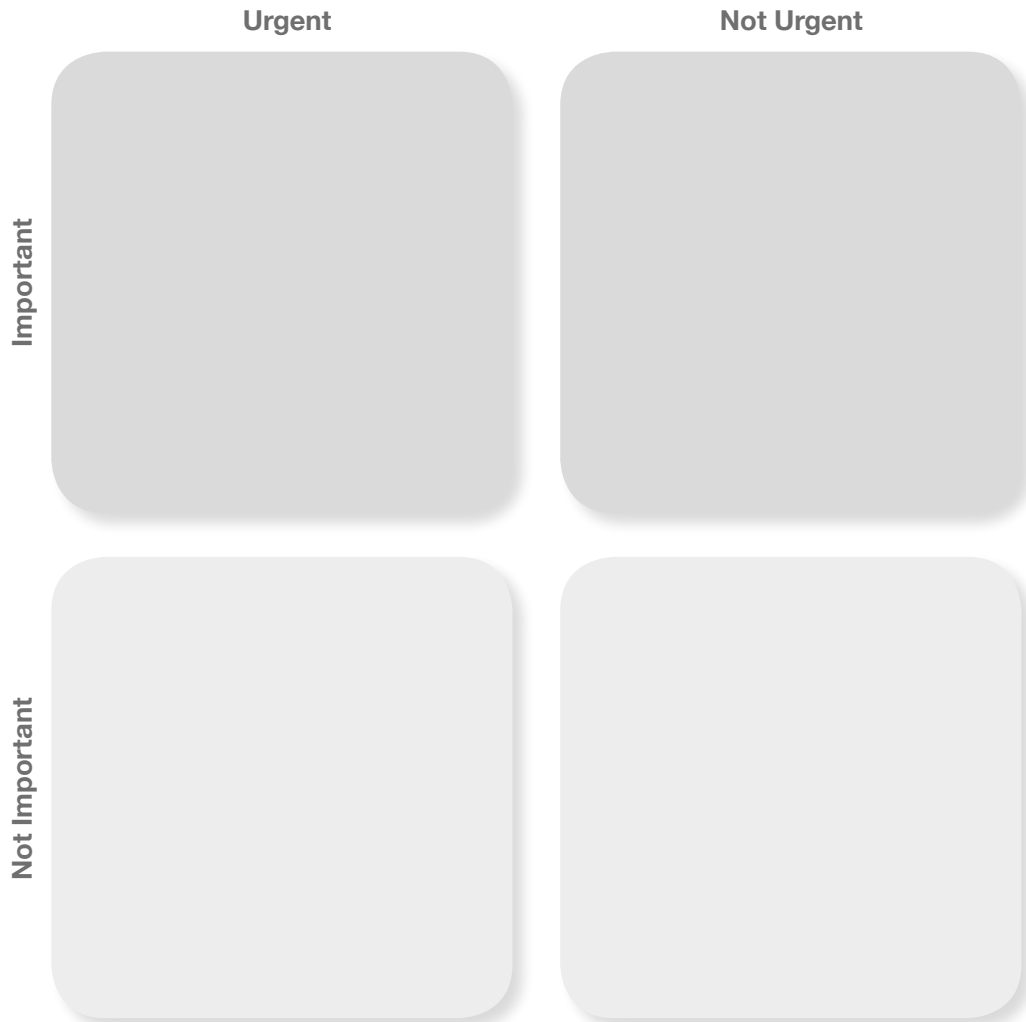
## 23. Systems Activity: The Eisenhower Matrix

This model was supposedly developed by US President Dwight Eisenhower – he was considered a master of time management, always getting everything done by the deadline. His famous alleged quote, 'I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent,' led to the development of what is now referred to as the Eisenhower Matrix, which is used all over the world in business.

You start by making a list of all the tasks that you have to complete.

[illegible]

Now try to organise your tasks using this framework.



Eisenhower put all his tasks into one of four boxes on the matrix. He then dealt with the ones that were urgent and important first. Only when all the tasks in this box were complete did he move on to the other boxes.

### Final Thoughts

We like to consider urgency as how much time you have before a piece of work needs completing. So urgent tasks should have immediate deadlines. We define 'important' as tasks that will have a significant impact on your learning. If you know a task will definitely make you a more knowledgeable, more confident learner, categorise it as important.

Are there any tasks in the not urgent/not important box – the bottom right – that you could bin? Sometimes we have tasks on our to-do list that might not even need to be there!