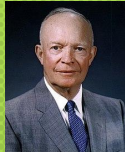


## **SYSTEMS: 7. THE EISENHOWER MATRIX**

**"WHAT IS IMPORTANT IS  
SELDOM URGENT AND WHAT  
IS URGENT IS SELDOM  
IMPORTANT."  
DWIGHT D EISENHOWER**

## **BIG IDEA**

- × Dwight Eisenhower was the 34th American President, presiding between 1953–1961.
- × He was considered a master of time management, and was known to never miss a deadline.
- × His famous quote, shown on the first slide, led to the development of the "Eisenhower Matrix."
- × The matrix is now used by businesses all over the world to map out, organise and manage tasks.



## **FIRST, ANOTHER LIST!**



**MAKE A START BY LISTING EVERYTHING YOU  
NEED TO COMPLETE.**



**YOU HAVE 3 MINS...**



02:50



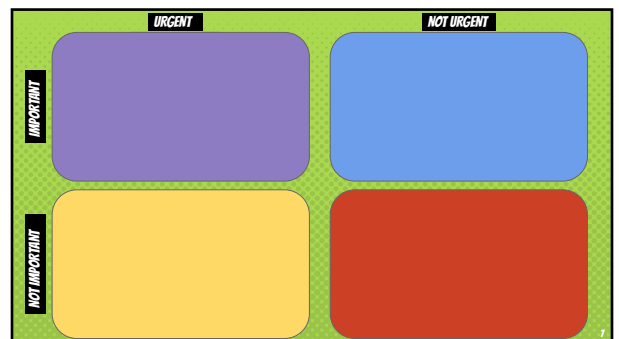
**MAKE A LIST  
OF EVERYTHING  
YOU HAVE TO  
DO IN THE NEXT  
2-3 WEEKS**

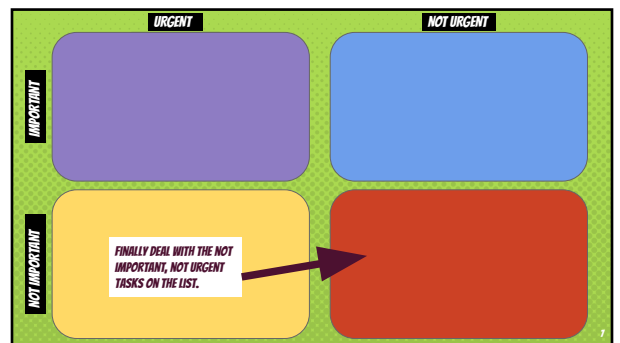
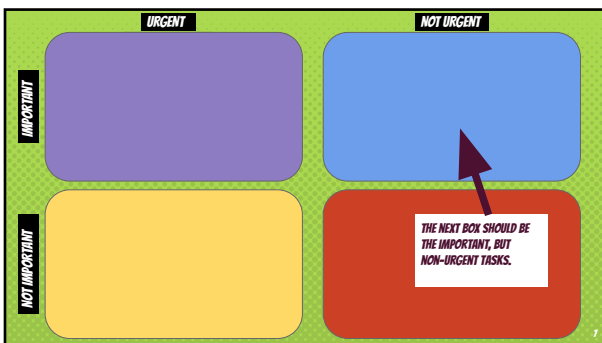
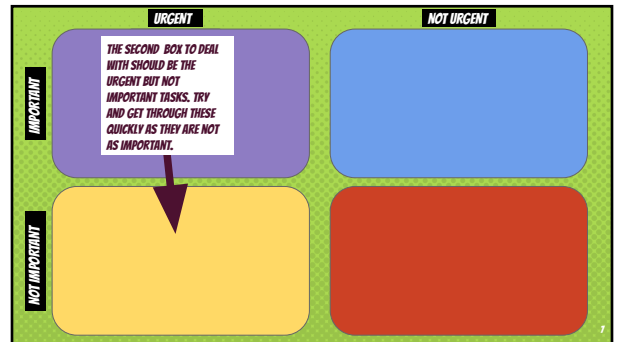
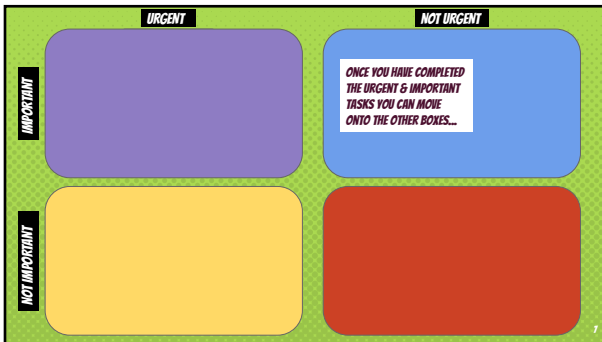
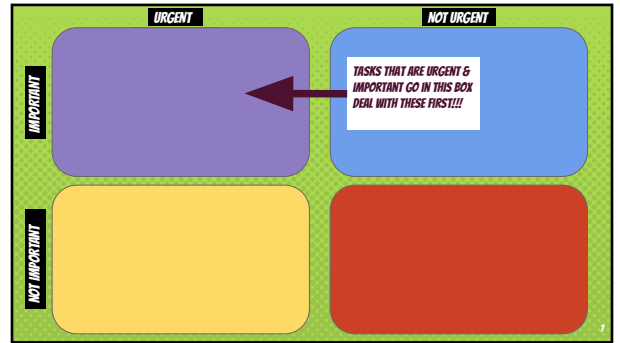
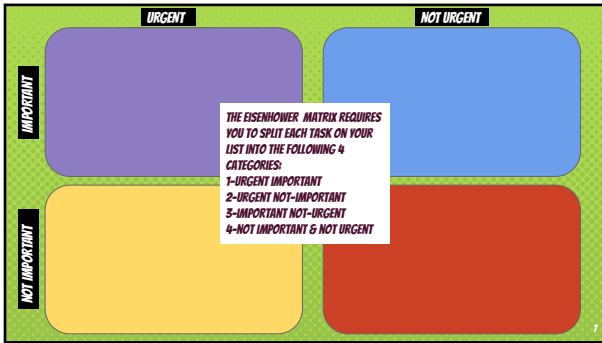
**NOW YOU HAVE  
YOUR LIST,**

**RE-WRITE THEM ON  
THE EISENHOWER  
MATRIX,**

**CATEGORISING  
ACCORDING TO  
IMPORTANCE...**

**...AND URGENCY.  
THE NEXT SLIDE  
SHOWS YOU HOW.**





### **KEY POINTS TO REMEMBER...**

1. **URGENCY** – refers to the length of time before the final deadline.
2. Urgent tasks will be those with immediate deadlines.
3. **IMPORTANCE** – is the impact the task has on your learning or final grade.
4. A task should be classified as "IMPORTANT" if it will:
  - a. Improve your knowledge
  - b. Make you a more confident learner, or
  - c. Have a direct impact on your grade

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### **FINAL THOUGHTS...**

1. Now you have your list start placing them in the Eisenhower Matrix.
2. Give a copy to a friend or your tutor,
3. Ask them to follow up with you in a week to see how many of your tasks you have cleared!
4. Did you have any tasks in the not urgent / not important box, that you could bin?
5. Sometimes we give ourselves tasks to do that don't even need to be there...

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