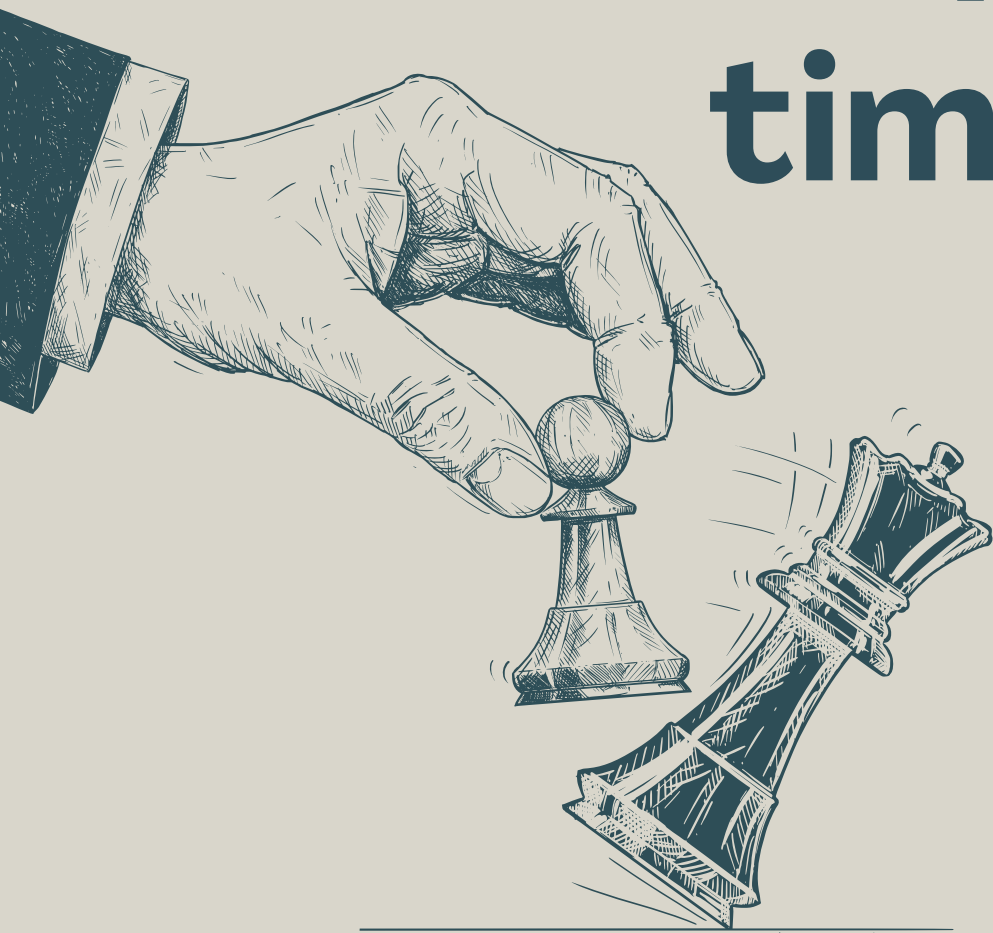


**The Eisenhower Box**



# my 7-step approach to prioritize time & energy



Kate Sotsenko  
#TheGoodBusy



# the Eisenhower box



*urgent*

*not urgent*

**do**

tasks with due dates  
& consequences

**schedule**

tasks without due  
date & important  
for success

*important*

**delegate**

tasks that must get  
done but don't need  
a specific skill set

**delete**

distractions and  
unnecessary tasks

*not important*



# ask **‘what’** questions

- what’s my 1 ‘must do’ today?
- what if I didn’t do it at all?
- what’s the benefit of doing it now?



*urgent*

*not urgent*

**do**

tasks with due dates  
& consequences

**schedule**

tasks without due  
date & important  
for success

*important*

**delegate**

tasks that must get  
done but don’t need  
a specific skill set

**delete**

distractions and  
unnecessary tasks

*not important*



# ask ‘**when**’ questions

- when do I need the result?
- when do I have time to focus on it?
- when, if not done, it impacts my goal?



*urgent*

*not urgent*

**do**

tasks with due dates  
& consequences

**schedule**

tasks without due  
date & important  
for success

*important*

**delegate**

tasks that must get  
done but don't need  
a specific skill set

**delete**

distractions and  
unnecessary tasks

*not important*



# ask **‘who’** questions

- who can learn from it?
- who can do it better?
- who can do it faster?



# ask **closed** questions

- will anyone notice if it's not done?
- does it impact my goal?
- is it important?



# my 7-step approach



- 1/ make a list of all “to-dos”
- 2/ highlight the important tasks
- 3/ prioritize “now”: immediately tackle important tasks that take under 5min
- 4/ plan time in my calendar for the remaining important tasks
- 5/ review the unimportant tasks
- 6/ delegate unimportant tasks only if they impact my priority goal
- 7/ delete the rest

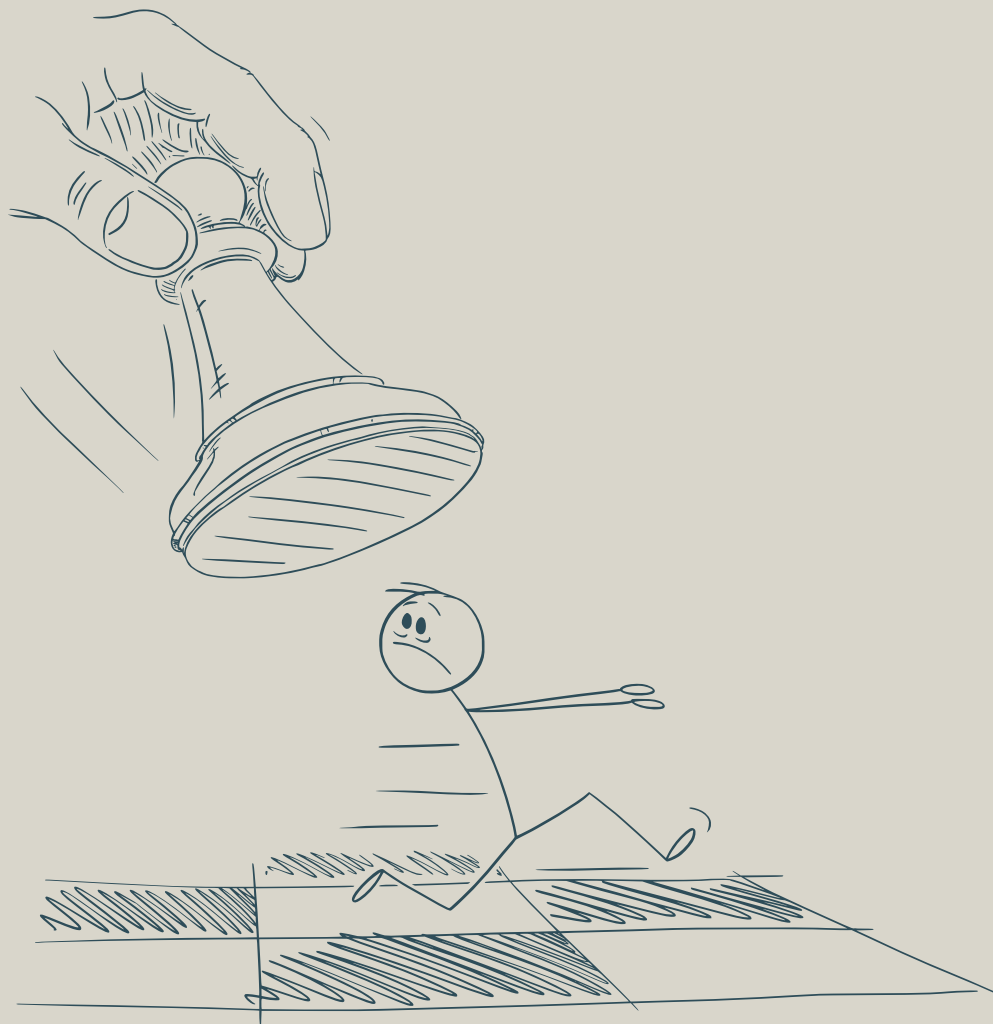


the what | today

# from bad busy



being chased by the urgent and  
the unimportant



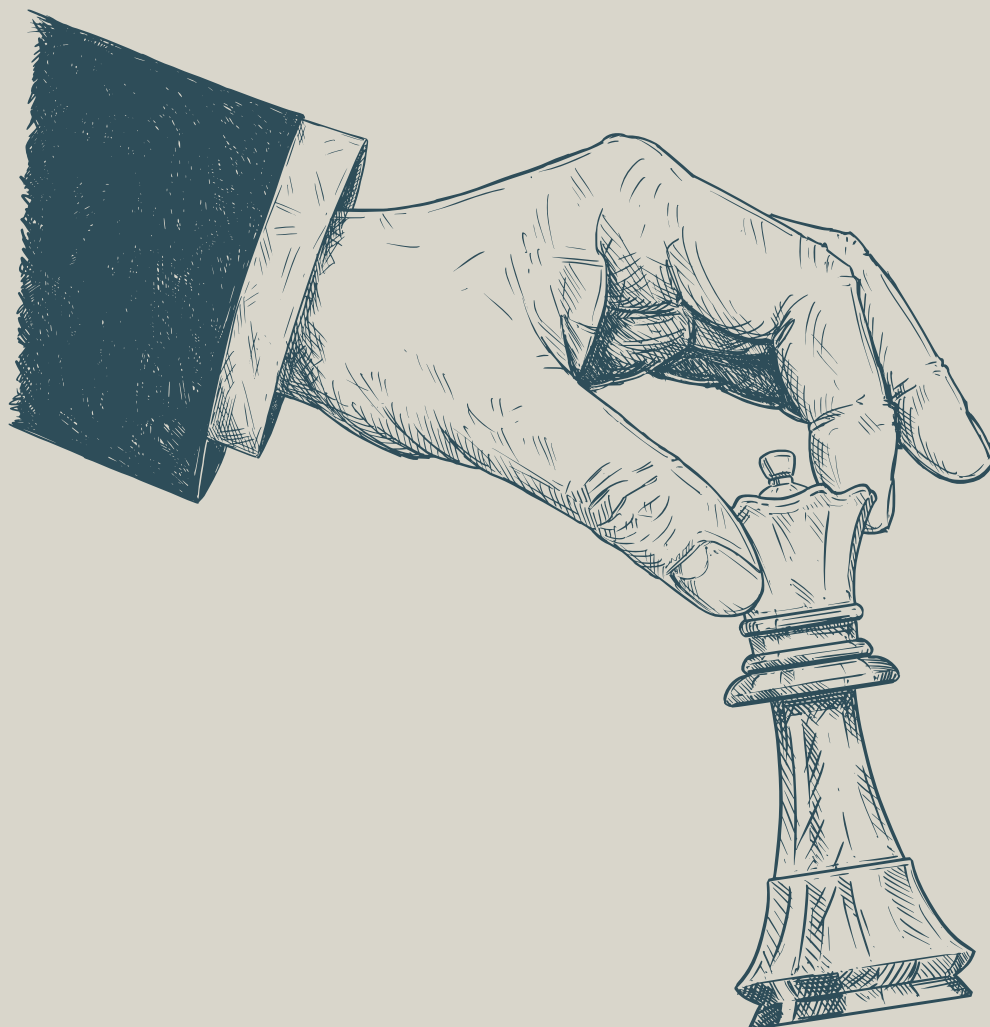


the what | tomorrow



# to good busy

prioritizing the important and  
planning to avoid the urgent



# my **Good** Busy framework



pause

start with  
the end



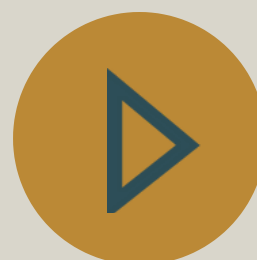
rewind

invest in  
preparation



forward

get  
perspective



play

move 1 step  
at a time



replay

replay:  
keep or toss

This post is about  
See you in the next one!

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