**Eisenhower Decision Matrix**

**An Urgent Important Matrix is a simple but effective tool for prioritizing your to-do list based on the level of urgency and importance of each task. It’s is sometimes referred to as the ‘Eisenhower Matrix’ or ‘Eisenhower Decision Matrix’ and is one of the easiest time management strategies to implement.**

**Benefits**

An Urgent Important Analysis helps you to rapidly identify the activities that you should focus on, along with the ones you should ignore. It challenges the role of habitual activities and allows you to regain control of your environment and external demands, rather than allow them to control you. By filtering out “busy” activities that provide minimal value to long term goals, you free up time for things that matter.

Developing an Important vs. Urgent Matrix doesn’t require specialized training and has minimal cost, except for the time of those involved.

**My Urgent Important Matrix:**

|  |  |
| --- | --- |
| **Not Urgent but Important**  -Professional development.  -Networking.  -Planing for project work. | **Important and Urgent**  -Bring my sick brother to the hospital.  -Finishing my project in time.  -Important meeting with deadlines. |
| **Not urgent and not important**  -Posting facebook pictures.  -Watching a movie.  -Changing desktop background. | **Urgent but not Important**  -Paying bills.  -Responding to text message.  -Preparing meals. |

**“A goal is a dream with a deadline.”**

**My goal within one year:**

* move to Europe for work.

**three sub-goals:**

* Learn new professional skills.
* Create my own website and resume.
* Networking.