

Eisenhower Matrix

Quadrant 1 contains tasks that are both urgent and important. These are “do first” tasks because they are critical for your life or career in some way and need to be finished right away. You want to get these tasks done as soon as possible.

These are the tasks that need to be done in order to avoid negative consequences. It is important to be able to manage the tasks that are in quadrant 1. An example of a quadrant 1 task in your university life may be to complete a time-sensitive report for one of your academic modules. This matrix can also be used in your personal life. An example of a quadrant 1 task in your personal life may be a medical emergency or even something burning in the oven.

Quadrant 2: Decide When

The tasks in quadrant 2 are important, but not urgent. This is where you want to invest the majority of your time. Quadrant 2 tasks are in line with your long-term goals. It is important to remember here that everyone has different goals and objectives, so just because something falls into quadrant 2 for you, it may not for the next person. Also, just because these tasks are not urgent does not mean that they are not important. People often associate urgent matters with being important, which is not always true. Because your goals will stay constant, anything that will be beneficial to you in the long term will fall into the second quadrant. For example, exercising is important to your health, but you can decide when that can be done. It is also important to spend time with your family, but again, that can be aligned with your schedule. When it comes to your future career, it may benefit you to obtain another degree or get a certificate of some sort. These things are important to your career, but they do not need to be done immediately.

Quadrant 3: Delegate It

For quadrant 3 tasks, it is important to learn and remember how to delegate certain things.

When you think something is urgent but it actually is not, it is usually an outside source of distraction. When you think something is urgent but it actually is not, it is usually an outside source of distraction. This may include constantly checking your email or phone, or responding to people as soon as they try to contact you. You may think it is urgent at the moment, so you stop what you are doing to tend to the matter. But in reality, it could wait. If you are in the middle of working on a project and the phone rings, it is not important for you to answer it. So, you can delegate this task to someone else. It may seem urgent at the time while it is happening, but these little things can be handled by other people.

Quadrant 4: Delete It

Honestly, you want to avoid quadrant 4 tasks. These tasks are simply a waste of your time, and they should be eliminated. If you are able to identify and eliminate all of your quadrant 4 tasks, you will free up some much-needed time to invest in your quadrant 2 tasks. Honestly, you want to avoid quadrant 4 tasks. These tasks are simply a waste of your time, and they should be eliminated. If you are able to identify and eliminate all of your quadrant 4 tasks, you will free up some much-needed time to invest in your quadrant 2 tasks.

Some examples of quadrant 4 tasks are playing video games, watching television shows that you have already seen, or mindless web browsing. Does that mean nothing in quadrant 4 should be a part of your life? No. Having a balance between your professional and personal life is important, and downtime helps you regain your energy. The challenge here is to spend most of your time in quadrant 2, and just enough time in quadrant 4 to get by.

Activity 3:

Eisenhower Matrix (Individual)

Reflect on today and list down your tasks into the following quadrants:

URGENT		NOT URGENT	
IMPORTANT	1 DO FIRST (Tasks that are important for your life and career that need to be done today or tomorrow at the latest.)	2 Schedule (Important, but not-so-urgent tasks should be scheduled)	
	3 Delegate (Delegate what's urgent but less important to others)	4 Delete it (Distractions that make you feel worse later. To be done in moderation)	
NOT IMPORTANT			