



# COLUMBIA HEALTH

## Alice! Health Promotion

### Time Management Workshop Activity: The Eisenhower Matrix

#### What is the Eisenhower Matrix?

The Eisenhower Matrix is one of many methods you can use to help you manage, divide, and prioritize your tasks and daily activities so you can effectively schedule them into your week. The Matrix has you consider the **urgency** and **importance** of each task in order to categorize it as something to 'Do', 'Schedule', 'Delegate', or 'Delete':



#### How to complete the activity:

Using the blank matrix on the next page, take a moment to assign each of your tasks for the week as something you must 'Do', 'Schedule', 'Delegate', or 'Delete' (creating a to-do list first may be helpful). When thinking of what tasks to include, you may wish to consider academic work, job-related work, self-care activities, household chores, or any other ways in which you typically spend your time. Additional descriptions for each quadrant of the Matrix are included to help guide your decisions.

### Quadrant 1: Do

- There should be no question about which tasks fall into this quadrant, because these are the tasks that are the most urgent and contributing to the most stress.

### Quadrant 2: Schedule

- You can schedule these tasks for later after tackling quadrant 1.

### Quadrant 3: Delegate

- These tasks may not impact you directly or in the short term. Delegating tasks is one of the most efficient ways to manage your time by leaning on other members of your network for support.

### Quadrant 4: Delete

- These unimportant, non-urgent distractions are simply getting in the way of you accomplishing your goals.

	Urgent	Not urgent
Important	Do	Schedule
Not important	Delegate	Delete