

Free Eisenhower Matrix Template

The Classic Time Management Tool



Why Generic Need This

- The Overwhelm: Feeling paralyzed by an endless to-do list where everything seems equally important.
- The Busy Trap: Working all day but feeling like you've accomplished nothing meaningful.
- The Urgency Addiction: Constantly putting out fires while important long-term goals gather dust.
- The Decision Fatigue: Spending more time deciding what to do than actually doing it.



Eisenhower Matrix

Your Personal Productivity Dashboard

Do First

Schedule

Delegate

Delete

The 3-Question Decision System

1. Does this need to be done in the next 24-48 hours?

YES → It's URGENT → Continue to Q2

NO → It's NOT URGENT → Continue to Q2

2. Will this have a significant impact on my goals or responsibilities?

YES → It's IMPORTANT → Place based on urgency

NO → It's NOT IMPORTANT → Place based on urgency

3. Can someone else do this, or can it be automated?

YES → Consider DELEGATING (especially if in Q3)

NO → You'll need to handle it yourself

Quadrant 1: Crisis Mode (Do Now)

Critical tasks that need immediate attention

- **Crisis situations**

Requires immediate action to prevent negative consequences

- **Pressing deadlines**

Time-sensitive deliverables that can't be postponed

- **Emergency meetings**

Critical decisions that need to be made now

- **Last-minute problems**

Issues that will escalate if not addressed immediately

Quadrant 2: Growth Zone (Schedule)

Strategic activities that contribute to long-term success

- **Planning and strategy**

Sets direction and prevents future crises

- **Personal development**

Investing in skills pays long-term dividends

- **Relationship building**

Strong relationships are crucial for success

- **Preventive maintenance**

Prevents urgent problems from occurring

Quadrant 3: Distraction Zone (Delegate)

Tasks that need to be done but don't require your expertise

- **Some phone calls**

Can often be handled by others or automated

- **Routine emails**

Standard responses can be delegated or templated

- **Minor interruptions**

Often someone else's urgency, not yours

- **Administrative tasks**

Necessary but not strategic work

Quadrant 4: Time Waster Zone (Delete)

Activities that waste time without adding value

- **Excessive social media**

Time sink with minimal return

- **Unnecessary meetings**

Meetings without clear objectives or outcomes

- **Perfectionism on minor tasks**

Diminishing returns on low-impact work

- **Busy work**

Activity without productivity



Common Traps to Avoid

- **The Everything is Urgent Trap**

Solution: Pause before acting. Ask: 'What's the real deadline?' Most things can wait 24 hours.

- **The Perfectionism Trap**

Solution: Define 'good enough' for each task. Reserve excellence for Q2 activities.

- **The Yes-Person Trap**

Solution: Your default should be 'Let me check my priorities and get back to you.'



The Daily Matrix Routine

Morning (5 minutes)

1. Review your task list
2. Apply the 3-question filter to each task
3. Place tasks in appropriate quadrants
4. Identify your ONE most important Q2 task
5. Schedule time for Q2 before checking email

Afternoon (3 minutes)

1. Cross off completed tasks
2. Move remaining urgent items to tomorrow
3. Add any new tasks that emerged
4. Celebrate your Q2 progress
5. Clear or defer Q4 items



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<https://www.eisenhowermatrix.com>