

Eisenhower Matrix

How to accomplish goals? One way is breaking tasks up and making progress little and often.

The breaking up of tasks and making frequent small progress is one way of implementing what you can learn from the Eisenhower Matrix. In the diagram below, you can see that tasks can be divided into urgent and important. If you're thinking "when am I supposed to have time to work on my review when it's 3 months away?", you're probably working in the urgent and important box. That's where the fires live. The things that you're getting emails about in red capital letters. Some of us like to live there, but it's not very effective.

Things that are urgent but not important are the things that lend themselves to delegation. Things like booking rooms, flights or meetings often need to be done quickly - but not necessarily by you. A monthly report that needs to go out tomorrow can be tidied up and sent by someone else. Research into a location, supplier or process doesn't need to be done by you.

Things that are not urgent and not important are the things that you can delegate to the floor. Busy work - things you work on when you're avoiding doing something else - are usually in this box. Checking you didn't get any more email in the last 5 minutes? Rearranging your task list? Choosing the perfect font for your document defaults? Oh, and don't forget checking Facebook, Twitter, Snapchat and Reddit, when you're supposed to be working.

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Urgent

Not Urgent

Important



**Not
Important**

