

How To Prioritise Your Time Effectively With The Eisenhower Matrix

When you have a series of tasks to do, list them all on a sheet of paper.

Use the Eisenhower Matrix below to decide which task to do first, then the next one

Decide if the task is Important, Urgent or both. What will be the consequence if you don't do it?

Urgency (+)	
<p>Delegate it easily 3</p> <p>(Not important, Urgent)</p>	<p>Top Priority 1</p> <p>(Important, Urgent)</p>
Importance (-)	Importance (+)
<p>Drop it</p> <p>(Not important, Not urgent)</p>	<p>Do it or delegate it carefully 2</p> <p>(Important, Not urgent)</p>
Urgency (-)	

How to use the Eisenhower Matrix?

1. Prioritise your activities in business
2. Plan your month → monthly plan
3. Plan your week
4. Plan your day

Begin by filling this grid every night before you go to bed to be familiar with the methodology: Take 5 to 10 min to plan the next day

Then progress with the week schedule, a month, 3 months, 1 year

Guidelines

- List all the appropriate items in the tasks column
- The items in the Grid should be less than 10 for monthly, weekly and daily activities
- Charge: Fill out this grid with less than 60% of your time
- Avoid doing a little bit of this a little bit of that at the same time; instead stick to one action and complete it before moving to the next
- Use Pareto's principle: Complete 80% of your goals and if time permit it the remaining 20%
- Analyse the grid each day, week and month and see how you can improve your time management
- Don't be a perfectionist

Monthly planning

Tasks	Important	Urgent	Priority	Deadline
Total <= 10				

- 1. Important on a scale of 0 to 5
- 2. Urgent on a scale of 0 to 5

Weekly planning

Tasks	Important	Urgent	Priority	Deadline
Total <= 10				

1. Important on a scale of 0 to 5
2. Urgent on a scale of 0 to 5

Daily planning

Tasks	Important	Urgent	Priority	Deadline
Total <= 10				

1. Important on a scale of 0 to 5
2. Urgent on a scale of 0 to 5