

Drag and Drop

Try Smartsheet for FREE

Look at the list of responsibilities and determine which quadrant each one belongs to.

Responding to non-urgent texts
Attend important appointments
Long-term goal planning
Skill development activities
Complete school assignments
Random online shopping
Non-essential house chores
Social media browsing

Urgent health matters
Building personal relationships
Excessive socializing
Attend family events
Playing video games excessively
Pursuing hobbies and interests
Watching TV shows/movies
Endless scrolling on social media

EISENHOWER MATRIX TEMPLATE

Use this template to prioritize project tasks and determine which activities to tackle, delegate, or delete in order to make the most efficient use of your time.

HIGH

↑

IMPORTANCE

↓

LOW

URGENT DO These are vital tasks with substantial urgency.	SIGNIFICANT SCHEDULE These are critical tasks with minimal urgency.
NOT URGENT DELEGATE These are pressing tasks with negligible impact.	INSIGNIFICANT DELETE These are trivial tasks with minor urgency.

HIGH

→

URGENCY

→

LOW