

# Eisenhower Matrix - Template

Use this template to create an Eisenhower Matrix. By taking a closer look at the importance and urgency of tasks, this matrix will help you prioritizing tasks and managing time. Use the different quadrants to fill in tasks. You can also clear the fields and print this template to create hand-outs.



- For more information on this model, visit: <https://www.toolshero.com/effectiveness/eisenhower-matrix/>

	Urgent	Not urgent
Important	<p><b>DO – Tasks that are both important and urgent</b></p> <ul style="list-style-type: none"> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> </ul>	<p><b>SCHEDULE – Tasks that are important but not urgent</b></p> <ul style="list-style-type: none"> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> </ul>
Not important	<p><b>DELEGATE – Tasks that are not important and urgent</b></p> <ul style="list-style-type: none"> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> </ul>	<p><b>ELEMINATE – Tasks that are not important and not urgent</b></p> <ul style="list-style-type: none"> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> <li>• ..</li> </ul>