

Prioritize Your Time and Tasks

The Eisenhower Table

PRIORITIZE YOUR TASKS

	Urgent <i>Tasks that have a time limit and need to be done ASAP.</i>	Not Urgent <i>Tasks that do not have a time limit and can be delayed if necessary.</i>
Important <i>Tasks that are vital to your work and/or daily life.</i>	Do <input type="checkbox"/> Task 1 <input type="checkbox"/> Task 2 <input type="checkbox"/> Task 3 <input type="checkbox"/> Task 4 <input type="checkbox"/> Task 5	Decide <input type="checkbox"/> Task 1 <input type="checkbox"/> Task 2 <input type="checkbox"/> Task 3 <input type="checkbox"/> Task 4 <input type="checkbox"/> Task 5
Not Important <i>Tasks that you want to achieve but aren't as important.</i>	Delegate <input type="checkbox"/> Task 1 <input type="checkbox"/> Task 2 <input type="checkbox"/> Task 3 <input type="checkbox"/> Task 4 <input type="checkbox"/> Task 5	Delete <input type="checkbox"/> Task 1 <input type="checkbox"/> Task 2 <input type="checkbox"/> Task 3 <input type="checkbox"/> Task 4 <input type="checkbox"/> Task 5

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“Important and urgent

Fill out the box labeled “Important and Urgent” first—in here, you’ll list any task that is both important to your growth and goals and urgent in some way (it needs to be done soon).

For example, you might list any essential work projects here or things like applying for jobs, preparing for travel, paying bills, or buying a birthday gift for your bestie.

Any task that fits in this box should immediately climb to the top of your priority list—they will be your focus as you plan your time.

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Important and not urgent

In this box, list any task that is very important to your life goals but doesn't have a pressing or set deadline.

Tasks here might include going to the gym, engaging in your hobbies, taking a course, or spending time with loved ones.

While these tasks may not have the same sense of urgency as those in the first box, they're still important and deserve a place of prominence on your priority list.

Things in this box often get put on the back burner when we're feeling overwhelmed and stressed. Having them listed here will help you carve time in your schedule for them.

Not important and urgent

Be wary of items in this segment—tasks that are both pressing but unimportant can cause anxiety and waste time.

When reviewing the tasks in this box, ask yourself: "If this isn't important to me, why is it urgent?"

There can be several different answers, but if you're like me, many of these tasks will be related to the requirements and expectations of others.

Perhaps your boss demands you turn in a weekly report, even though they've admitted they don't read it.

Maybe you agreed to go to every single one of your friend's DJ sets, even though they happen three times a week and last four hours.

Not important and not urgent

In this segment, we find our low-hanging fruit. Tasks that are both unimportant and non-urgent can probably be eliminated, or at least cut back so they aren't taking up so much time.

Sometimes the tasks here are things we do mindlessly. For example, do you spend an hour scrolling through your phone in the morning, when you could be getting more sleep, making a nice breakfast, getting some fresh air... you get the idea.

When you break down your to-do list into a matrix like this, it becomes much simpler to visualize what is and isn't important and where you can start eliminating tasks to save time."

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	Urgent	Not Urgent
I m p o r t a n t		
N o t I m p o r t a n t		

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	Urgent	Not Urgent
I m p o r t a n t		
N o t I m p o r t a n t		