# Time Management

Office of Student Support

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The Eisenhower Box

Eisenhower Box- This is a great tool for those who need to understand how to prioritize tasks. This matrix helps you distinguish between what is urgent and what is important. No, they are not the same! Many people often think that important tasks are urgent tasks and vice versa. This matrix is divided into a 2x2 table and includes Quadrants 1-4. Do, Decide, Delegate and Delete respectively.

Source: http://blog.yaware.com/
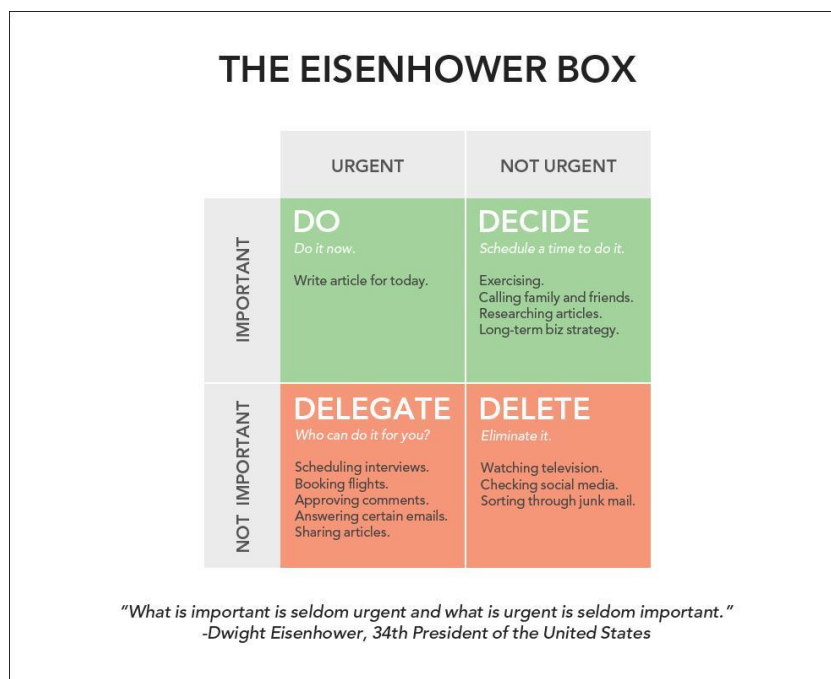
Q1/Do- What you deem is Urgent AND Important. Something that cannot absolutely wait until later. Q1 examples might include completing something that is time sensitive, or an emergency. Ideally there should not be many things in your Q1

*See reverse side

Q2/Decide – Important but not urgent. These are items that are just as important as Q1 but are not time sensitive. Some examples might include doing some work on long term projects and getting a head start on something so that it does not become a Q1.

Q3/Delegate – Urgent but not important. They have to be done but do not outrank those in the important quadrants. If you have the ability to delegate certain things to others then do so! If cleaning the house is a task in Q3 and you have housemates then you should split the activities up among you. If you live alone and are unable to delegate, perhaps this might become a Q1 if you are hosting a party soon. It all depends on how you prioritize it.

Q4/Delete – Not urgent and not important. Items might include checking your social media, catching up on missed episodes of your favorite TV shows and doing some of your favorite hobbies. There might come a time where you have a very large list of accumulated Q4 tasks. If this ever becomes the case you can create a Q3 task of completing all of your Q4 tasks.

For a video explanation: https://www.youtube.com/watch?v=PGbJb7cb9H0