Time Management: Eisenhower Matrix

Office of Student Support

SMHSstudents@gwu.edu

Ross Hall 112B

Time management is an important skill; at different points in your life, you may manage more things than you can handle. This sheet lists several techniques that can be implemented in your daily life to help you better manage multiple responsibilities.

Eisenhower Matrix

This is an excellent 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 and vice versa. This matrix is divided into a 2x2 table and includes Quadrants 1-4. Below is a sample matrix created on a spreadsheet.

Q1- Important/Urgent- Something that cannot wait until later. Ideally, there should be a few things in your Q1 quadrant.

Q2- Important/Not Urgent – These items are just as important as Q1 but are not time-sensitive. An example is getting a head start on a task so it does not become a Q1.

Q3- Not Important/Urgent– They must be done, but do not outrank those in the important quadrants.

Q4- Not Important/Not Urgent – There might come a time when you have an extensive list of accumulated Q4 tasks. If this is the case, you can create a Q3 task of completing your Q4 tasks.

Using the sample spreadsheet
1) Start with the data table, deciding the importance and urgency of the task.
2) Insert tasks into the appropriate quadrant of the matrix.
3) Four tasks should be the limit for any quadrant.

EISENHOWER MATRIX TEMPLATE

		Urgent		Not Urgent
Impor tant	1		1	
	2		2	
	3		3	
	4		4	
Not Impor tant	1		1	
	2		2	
	3		3	
	4		4	

Data		
Tasks	Important?	Urgent?
Task-1		
Task-2		
Task-3		
Task-4		
Task-5		
Task-6		
Task-7		
Task-8		

https://www.exceldemy.com/make-an-eisenhower-matrix-in-excel/