# Time Management Technique: Eisenhower Matrix

Have you been faced with a bunch of to do's and could not decide which to do first? This well-known time management strategy, the **Eisenhower Matrix** can help!

It is a powerful tool that can prioritize your tasks based on urgency and importance.

Every task could be categorized and judged on two factors: its **importance** and its **urgency**.

Importance is how influential it is in achieving the final goal, such as the percentage of an assignment's grade towards your final grade.

Urgency is how close much time you have to complete it before the due date.

This results in a form with four quarters as the image below, which quadrant that task falls into determines the action you should take.
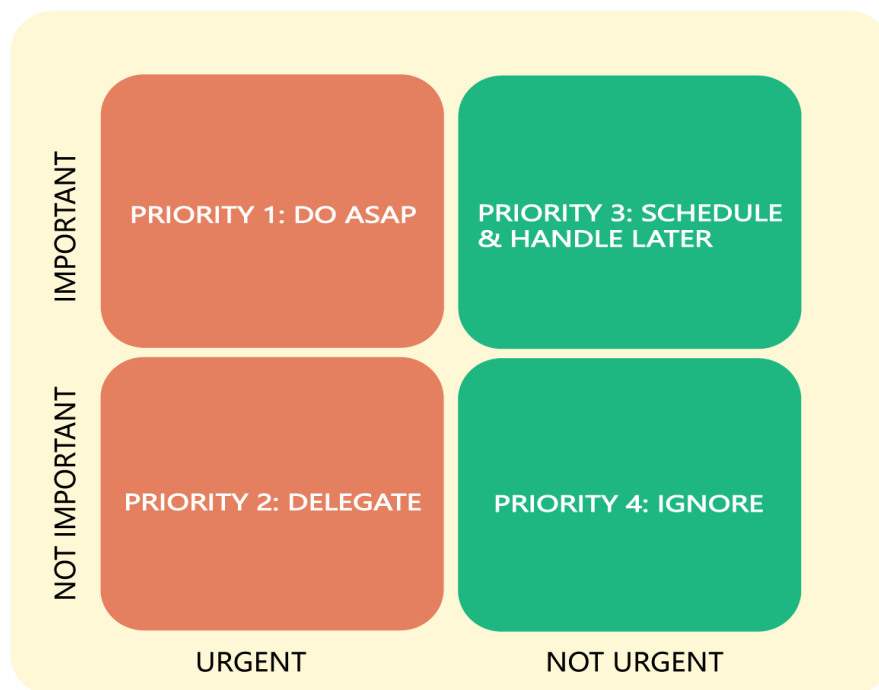


Credit: Sarah Yu

## _How to use the Eisenhower Matrix with a to-do list._

Follow these steps and decide the priority in your to do list!

Step 1: Use the template below to make a to do list.

Step 2: Assess the urgency and importance of each task.

Step 3: Assign a priority numbers according to the model above (1: Do ASAP, 2: Delegate – this applies more to group work, 3: Schedule and handle later, 4: Ignore).

Step 4: Place each task in the Matrix template below, according to its level of importance or urgency.

Note that the priority level of the tasks could change, it is important to remain flexible.