



Hot Sheet

# PRIORITIZATION AND TIME-MANAGEMENT

Structures

## THE EISENHOWER MATRIX

Use this framework to help you triage tough decisions from the many tasks. Prioritize items according to their urgency and importance.

**URGENT**

**LESS URGENT**

**IMPORTANT**

**DO FIRST**

Daily or weekly items that demand your immediate action or attention.

*Includes projects that are time sensitive, high-priority dependencies, and unexpected surprises or crises.*

**SCHEDULE**

Important tasks or projects that don't require immediate action. Schedule a time(s) to work on these.

*Includes tasks that support professional and personal development or help achieve a business goal.*

**LESS IMPORTANT**

**DELEGATE, NEGOTIATE**

Urgent items that require attention, but don't require your level of expertise, should be assigned or delegated to others.

*Includes items that do not contribute to effectiveness or productivity.*

**DO NOT DO**

In most cases you can erase these items from your list.

*Includes meetings where you give little or no contribution or things that do not contribute to goals.*

*Note: Multi-tasking is a denial of your reality. Trying to accomplish multiple things at once means you are probably failing at all of them.*

