

# Eisenhower Matrix

	Urgent	Less urgent
Important	<p><b>Do first</b></p> <p>Urgent and important</p> <ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul>	<p><b>Schedule</b></p> <p>Less urgent, but important</p> <ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul>
Less important	<p><b>Delegate</b></p> <p>Urgent, but less important</p> <ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul>	<p><b>Don't do</b></p> <p>Neither urgent nor important</p> <ul style="list-style-type: none"><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul>

— Get the right things done. — **EISENHOWER** — More on [www.eisenhower.me](http://www.eisenhower.me) —

PERSPECTIV

COACHING  
MENTORING  
STRESSHÅNDBTERING

+45 24 27 07 83  
lisaott@perspectiv.dk  
www.perspectiv.dk

# Where does the name come from?

Dwight D. Eisenhower was the 34th President of the United States from 1953 until 1961. Before becoming President, he served as a general in the United States Army and as the Allied Forces Supreme Commander during World War II. He also later became NATO's first supreme commander.

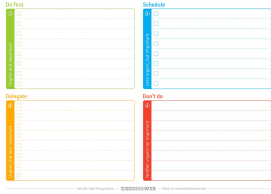
Dwight had to make tough decisions continuously about which of the many tasks he should focus on each day. This finally led him to invent the world-famous Eisenhower principle, which today helps us prioritize by urgency and importance.



PERSPECTIV

COACHING  
MENTORING  
STRESSHÅNDBTERING

—  
+45 24 27 07 83  
lisaott@perspectiv.dk  
www.perspectiv.dk



# Eisenhower....

- Putting things to-do on a list frees your mind.
  - But always question **what is worth doing** first.
- Try limiting yourself to no more than **eight tasks per quadrant**. Before adding another one, complete the most important one first.
  - Remember: It is not about collecting but finishing tasks.
- You should always **maintain only one list for both business and private tasks**.
  - That way you will never be able to complain about not having done anything for your family or yourself at the end of the day.
- **Do not let you or others distract you**. Do not let others define your priority. Plan in the morning, then work on your stuff. And in the end, enjoy the feeling of completion.
- Finally, **try not to procrastinate** that much. Not even by over-managing your to-dos.

PERSPECTIV

COACHING  
MENTORING  
STRESSHÄNDTERING

—  
+45 24 27 07 83  
lisaott@perspectiv.dk  
www.perspectiv.dk