

Task Prioritisation Matrix (Eisenhower Model)

The Eisenhower Model helps prioritise tasks based on urgency and importance. It separates what needs immediate action from what can be planned, delegated, or removed, creating clarity and control over workload.

1. Purpose of This Tool

- ☐ Improve time management by focusing on what truly matters.
- ☐ Reduce overwhelm caused by competing demands.
- ☐ Distinguish between urgent and important work.
- ☐ Increase productivity and reduce time spent on low-value tasks.
- ☐ Build a sustainable approach to daily decision-making.

Tip: Productivity is the result of clarity — not activity.

2. Understanding the Matrix

Quadrant	Type of Task	Description	Recommended Action
Q1: Urgent and Important	Crises, deadlines, critical issues	Tasks that require immediate attention and have significant consequences if delayed.	Do these first. Manage proactively to prevent recurrence.
Q2: Important but Not Urgent	Planning, relationship building, improvement work	Tasks that contribute to long-term goals but are often neglected.	Schedule these. They deliver the greatest long-term value.
Q3: Urgent but Not Important	Interruptions, emails, low-impact requests	Tasks that feel urgent but add little real value.	Delegate or minimise them where possible.
Q4: Not Urgent and Not Important	Distractions, time-wasters	Activities with no real contribution to goals.	Eliminate or strictly limit them.

Tip: The key to success is spending most of your time in Quadrant 2 — important but not urgent work.

3. Task Capture Table

Task Deadline	Urgent (Y/N)	Important (Y/N)	Quadrant	Action (Do / Schedule / Delegate / Eliminate)
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- ☐ List all current tasks before assigning them to quadrants.
- ☐ Be honest about what is truly important versus what feels urgent.

Tip: Assign colour coding (for example, red = urgent, green = important) for visual clarity.

4. Quadrant Action Plans

Q1: Urgent and Important – Do Now

- ☐ Complete today's deadlines and critical tasks.
- ☐ Focus on resolving issues, not firefighting repeatedly.
- ☐ Identify patterns to prevent similar crises in future.

Q2: Important but Not Urgent – Plan

- ☐ Schedule time for long-term projects, planning, and development.
- ☐ Block time in your calendar to protect focus.
- ☐ Build systems to reduce future urgency.

Q3: Urgent but Not Important – Delegate

- ☐ Assign to capable team members with clear expectations.
- ☐ Provide context so delegated work still supports key objectives.
- ☐ Review results periodically without micromanaging.

Q4: Not Urgent and Not Important – Eliminate

- ☐ Identify activities that waste time or energy.
- ☐ Replace them with habits that improve wellbeing or effectiveness.
- ☐ Review weekly to stay disciplined.

Tip: Time spent in Quadrant 2 reduces the size and pressure of Quadrant 1.

Notes

5. Daily and Weekly Planning

Day	Priority Tasks (Q1 & Q2)	Scheduled Time	Completion Status
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Monday

Tuesday

Wednesday

Thursday

Friday

- ☐ Use this planner to focus daily effort on high-value work.
- ☐ Revisit priorities at the end of each week to maintain balance.

Tip: Planning creates calm. Each morning, know your top three priorities before you start.

6. Distraction and Delegation Tracker

Task / Distraction Type (Q3 / Q4)	Time Spent	Action to Reduce / Delegate	Outcome
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- ☐ Track recurring low-value activities to free up time for higher-impact work.

Tip: Review this weekly and set boundaries around avoidable distractions.

7. Reflection Questions

- ☐ Which tasks this week truly contributed to my long-term goals?
- ☐ How much time did I spend reacting instead of planning?
- ☐ What can I delegate or stop doing altogether?
- ☐ Which habits help me protect time for important work?

Tip: Reflection builds awareness and transforms how you prioritise each day.

Notes

8. Personal Improvement Actions

Area	Improvement Idea	Start Date	Review Date	Progress
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Reduce urgent tasks				
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Increase planning time				
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Delegate effectively				
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Eliminate distractions				
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- ☐ Choose one improvement action from each area for the next month.
- ☐ Review progress weekly and adjust your approach.

How to Use This Template

Use this matrix at the start of each week or whenever workload feels overwhelming. Categorise tasks, focus on Q1 and Q2, and eliminate time-wasting activities. Over time, this model builds calm, focus, and control - helping you work smarter rather than harder.

Notes