Live Inspired
COUNSELLING

Eisenhower Matrix

The Eisenhower Matrix is a powerful tool for managing time and increasing productivity. By using the Eisenhower Matrix, you'll make better decisions about how to spend your time and energy.

Prioritize Tasks Effectively

Urgent & Important

Q1:
-
-
-
-
-

Important, Not Urgent

Q2:
-
-
-
-
-

Urgent, Not Important

Q3:
-
-
-
-
-

Neither Urgent, Nor Important

Q4:
-
-
-
-
-

How to Use the Eisenhower Matrix

- List your tasks and place each in the appropriate quadrant.

- Take action based on the quadrant:
  - Q1: Do these tasks immediately
  - Q2: Schedule these tasks
  - Q3: Delegate if possible
  - Q4: Eliminate or minimize these tasks

- Focus on spending more time in Q2 to reduce stress and increase productivity.

- Regularly review and update your matrix.