

EISENHOWER'S PRIORITY QUADRANTS

Eisenhowers Quadrants ensure that tasks with the highest priority take precedence over other tasks. By dividing your tasks according to his quadrants you avoid systematically postponing essential tasks.

Ask yourself **two questions about the task**:

- Is it **important**?
- Is it **urgent**?

| | Urgent | Not urgent |
|---------------|------------|------------|
| Important | Quadrant 1 | Quadrant 3 |
| Not important | Quadrant 2 | Quadrant 4 |

- **Quadrant 1: urgent and important**
Note down tasks you need to do short-term (e.g. a graded exercise you need to hand in tomorrow!) Do these tasks first.
- **Quadrant 2: urgent but not important**
Here you will note down tasks that you need to do soon but which are less important. You could do them in between important tasks to have a break e.g. cleaning your room, grocery shopping.
- **Quadrant 3: important but not urgent**
Note down tasks that need not be finished right away. These are tasks to be planned in a few weeks' time. Split them up in subtasks and determine different deadlines e.g. schematise chapter 4 and 5, Market research team project.
- **Quadrant 4: not urgent and not important**
Tasks you will only do once you have done or planned all the rest e.g. watching your favourite series, shopping for clothes, planning a holiday...

