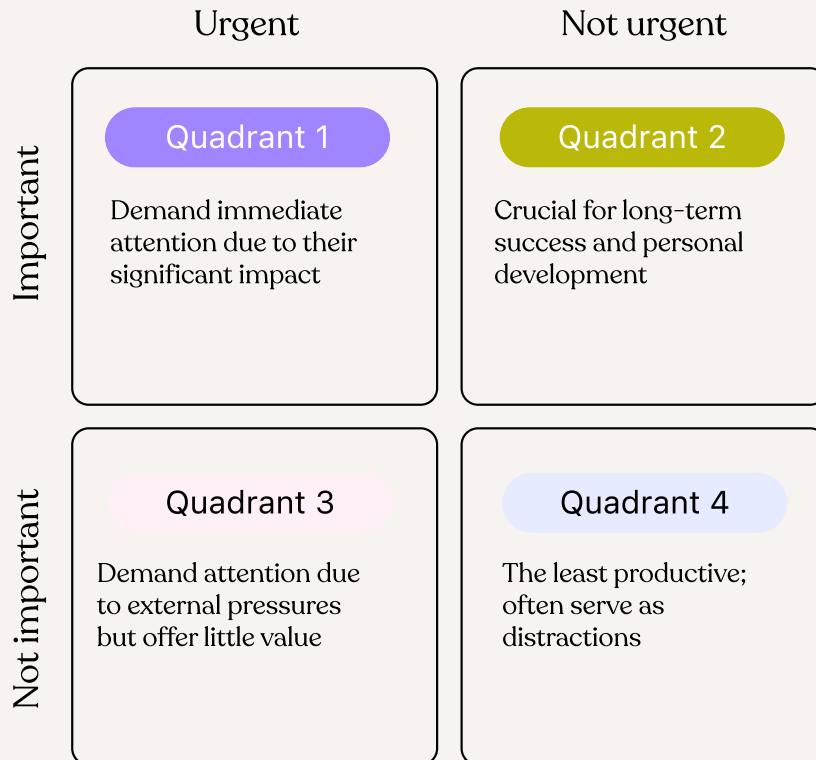


The Eisenhower Matrix

by Beaux Miebach



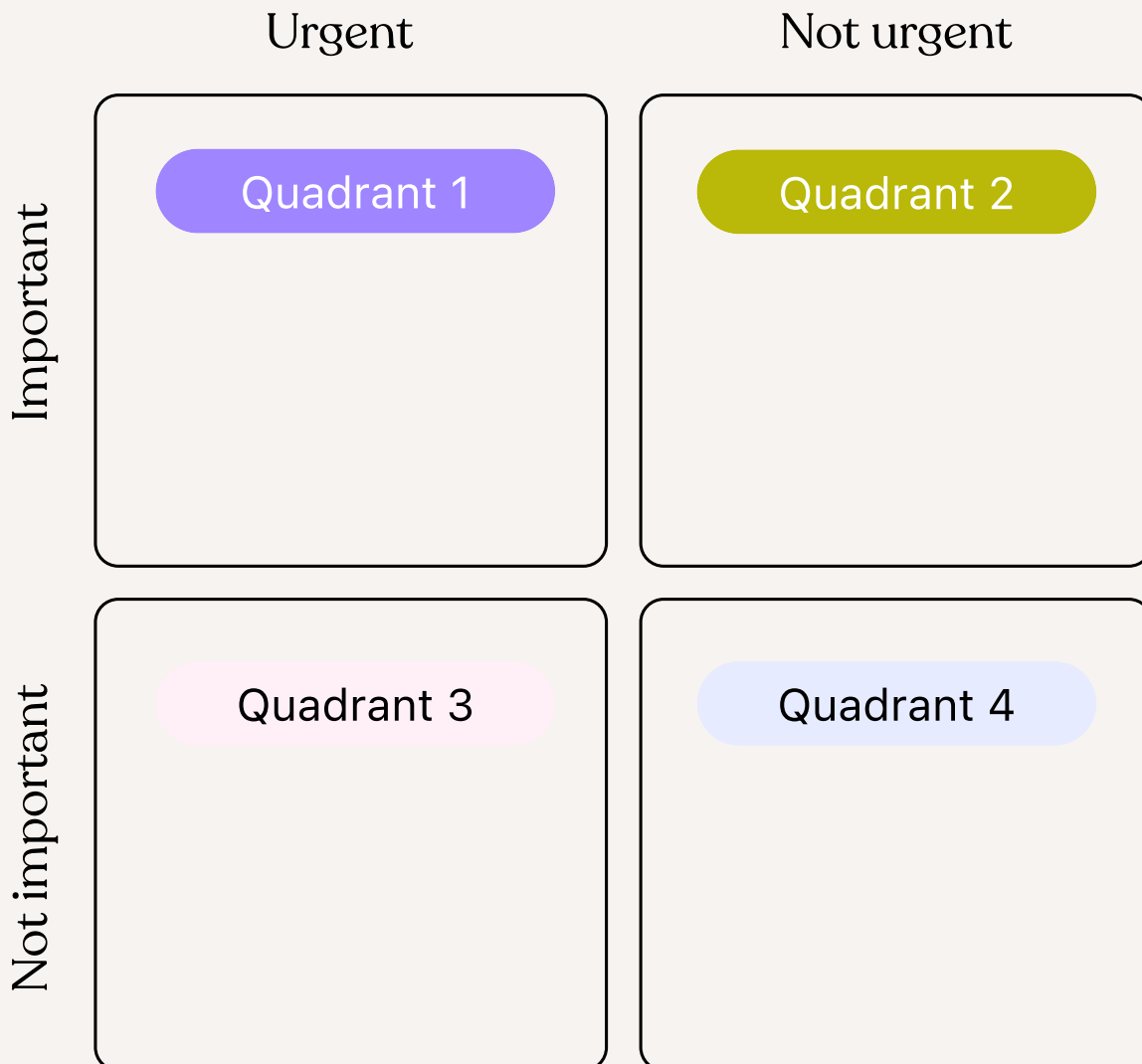
Interactive exercise

Take a moment to categorize the tasks below into the Eisenhower Matrix's four quadrants on the next page. Once you're done, you can check the answers on the last page.

- Checking social media notifications out of habit
- Responding to non-urgent work emails during focused project time
- Playing video games excessively without balancing with responsibilities
- Developing a new skill for career advancement
- Finalizing a project proposal due tomorrow
- Preparing for an important exam the next day
- Organizing your study materials excessively instead of studying
- Attending to a family health emergency
- Attending a meeting with no clear agenda or relevance to your goals
- Repairing a major leak in your home
- Buying items on sale that you don't really need
- Submitting a college application before the deadline
- Planning for retirement savings
- Binge-watching a TV series instead of sleeping
- Researching and choosing a major or field of study
- Helping a friend with a minor task when you have pressing deadlines
- Implementing a regular exercise routine
- Building and maintaining meaningful relationships
- Attending social events out of obligation, not interest
- Scrolling through news articles about topics you're not interested in

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Answers

Quadrant 1

Urgent and Important

- **Finalizing a project proposal due tomorrow:** Essential for meeting work deadlines and advancing career goals.
- **Addressing to a family health emergency:** Requires immediate attention for the well-being of loved ones.
- **Submitting a college application before the deadline:** Critical for students aiming to meet submission deadlines for their future education.
- **Repairing a major leak in your home:** Immediate action is necessary to prevent damage and maintain a safe living environment.
- **Preparing for an important exam the next day:** Essential for academic success and advancing educational goals.

Quadrant 3

Urgent but Not Important

- **Responding to non-urgent work emails during focused project time:** May seem urgent due to workplace norms but doesn't contribute directly to productivity.
- **Attending a meeting with no clear agenda or relevance to your goals:** Takes up time without adding value to your objectives.
- **Helping a friend with a minor task when you have pressing deadlines:** Feels urgent due to social obligations but is not critical to your priorities.
- **Checking social media notifications out of habit:** Creates a sense of urgency without being important to personal or professional development.
- **Buying items on sale that you don't really need:** The urgency is created by the sale, but the purchase is not important for your well-being or financial health.

Quadrant 2

Important but Not Urgent

- **Developing a new skill for career advancement:** Enhances professional opportunities without immediate deadlines.
- **Planning for retirement savings:** Essential for long-term financial security but doesn't require immediate action.
- **Researching and choosing a major or field of study:** Important for academic and career trajectory but can be done over time.
- **Implementing a regular exercise routine:** Contributes to long-term health and wellness without immediate urgency.
- **Building and maintaining meaningful relationships:** Vital for personal well-being, requiring ongoing attention rather than immediate action.

Quadrant 4

Neither Urgent Nor Important

- **Binge-watching a TV series instead of sleeping:** Consumes time without contributing to health or productivity.
- **Playing video games excessively without balancing with responsibilities:** Entertainment that detracts from more important and urgent tasks.
- **Scrolling through news articles about topics you're not interested in:** Fills time without enhancing knowledge or relaxation in a meaningful way.
- **Organizing your study materials excessively instead of studying:** Feels productive but doesn't directly contribute to learning or academic performance.
- **Attending social events out of obligation, not interest:** Uses up time without adding to personal happiness or fulfilling important social needs.