# The Eisenhower Matrix Chapman Learning Commons

This matrix allows you to organize your tasks based on priority levels.

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|  | **URGENT** | **NOT URGENT** |
| **IMPORTANT** | 1. **Do**   These are the tasks that you should prioritize and complete as soon as possible.  Examples:   * Finish assignment due tomorrow * Prepare questions for office hours this afternoon * Complete Canvas quiz due tonight | 1. **Schedule**   These are the tasks that can wait but should not be forgotten.  Examples:   * Chores: Cooking, Laundry * Review lecture notes * Organize agenda |
| **NOT IMPORTANT** | 1. **Delegate/Schedule**   These are the tasks that need to be done immediately but are not that important. If possible, see if someone can do the task for you.  If not, try to set a time for it after you’ve completed the tasks in the top right corner.  Examples:   * Emails/phone calls * Renew my U-Pass * Pay my bills | 1. **Delete**   These are the tasks that are not at the top of your list and could be completed during your free time.  Examples:   * Check social media * Watch TV * Online shopping |

Fill in this template with your tasks.

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|  | **URGENT** | **NOT URGENT** |
| **IMPORTANT** | **Do** | **Schedule** |
| **NOT IMPORTANT** | **Delegate/Schedule** | **Delete** |