

The Urgent-Important Matrix, also known as the Eisenhower Matrix, helps you decide on and prioritize tasks by urgency and importance, sorting out less urgent and important tasks which you should either delegate or not do at all. Each of the quadrants relates to different work strategies based on urgency and importance.

Q1 We call the first quadrant *DO* as its tasks are important for your ministry and life and need to be done today. You could use a timer to help you concentrate while trying to get as much of them done as possible. An example of this type of task ...

Q2 The second quadrant is for those tasks you should *DECIDE* to schedule for a later date. Its tasks are important but less urgent. You should list tasks you need to put in your calendar here. An example of that could be ...

Q3 The third quadrant we call *DELEGATE* as they are less important to you than others but still pretty urgent. You should keep track of delegated tasks by e-mail, telephone or within a meeting to check back on their progress later. An example of a delegated task could be You could delegate this responsibility by suggesting a better person for the job or by giving the caller the necessary information to have him deal with the matter himself.

Q4 The fourth and last quadrant is called *DELETE* because it is there to help you sort out things you should not be doing at all. These become distractions and give you an excuse for not being able to deal with important tasks in the 1st and 2nd quadrant.



The Urgent-Important Matrix Worksheet

