



My Eisenhower Matrix

Brain-dump your list, sort it into four boxes, book the important tasks into your week, decide what to hand off, then check where the time went.

01 Brain-dump your list

Write down everything on your mind: work tasks, home jobs, calls you need to make, things you keep putting off. Do not sort or judge yet. A messy list is fine.

Everything I need or want to do:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

02 Sort into the four boxes

Urgent means it needs attention soon, because of a real deadline or a person waiting. Important means it matters to your work, health, family or what you care about. Copy each task from your list into one column. Some tasks will not fit neatly. Choose the closest and move on.

Urgent and important: do now	Important, not urgent: schedule	Urgent, not important: hand off or shrink	Neither: drop
Real deadline, real stakes	Matters, no deadline yet	Loud, but low stakes for you	Safe to let go

What I notice about where most of my list landed:

03 Schedule the important, not urgent tasks

This is the box that gets squeezed. With no deadline, a task waits forever. Give each one a day, a start time and a small first step. Pick no more than three for the coming week.

Task	Day and time e.g. Thursday, 9:00	First small step Something you can start in 10 minutes

What could get in the way of these times, and what I'll do about it:

04 What I'll hand off, shrink or say no to

Urgent but not important tasks often belong to someone else, or need only a quick version. For each one, choose: hand it off, do a smaller version, or say no. Writing the sentence now makes it easier to say later.

Task	Hand off, shrink or no?	What I'll say
		e.g. 'I can't take that on this week. Could Sam?'

Before I say yes to something new, I'll ask:

- ☐ Does this matter to something I care about, or only to the person asking?
- ☐ What would I stop doing to make room for it?
- ☐ Can I answer tomorrow instead of now?

05 Where did my time go this week?

Fill this in at the end of the week, from memory or your calendar. Rough guesses are fine. It is not a score. It just shows whether the important, not urgent box got any room.

Box	Roughly how many hours A guess is fine	What was in it

How much did this week feel like my choice, not other people's demands?

1

2

3

4

5

6

7

8

9

10

Not at all

Completely

06 Review and next week

Look back kindly. You are learning how your week really works.

Which task from the 'schedule' box did I actually do, and how did it feel?

Which urgent task pulled me away from something important?

One change I'll make next week:

When you're done, a moment to reflect

- Which box did most of my list land in, and does that surprise me?
- What have I been putting off because it has no deadline?
- Which urgent tasks felt urgent only because someone else wanted them done fast?
- What is one task I could safely drop?
- If next week had one important thing finished, what would I want it to be?

Free worksheet from selfgrowth.org. Free self-growth worksheets for real life. Fill it in online and it saves as you go: selfgrowth.org/worksheets/eisenhower-matrix-template



If things feel heavier than a worksheet can hold

These are self-reflection tools, not therapy. If you're struggling, especially if you have any thoughts of harming yourself, please reach out to someone now. In the US, call or text **988**. In the UK & Ireland, call **116 123** (Samaritans). Elsewhere, find a free helpline at findahelpline.com. If you're in immediate danger, call your local emergency number.