

The Eisenhower Principle Worksheet

“I have two kinds of problems: the urgent and the important. The urgent are not important, and important are never urgent.”
– President Dwight D. Eisenhower

Step 1: Create your to-do list. Include everything that takes up time at work. Add additional rows & due dates as needed.

Step 2: After you’ve captured all of your to-do list items. Categorize each item as urgent or important based on the below definitions.

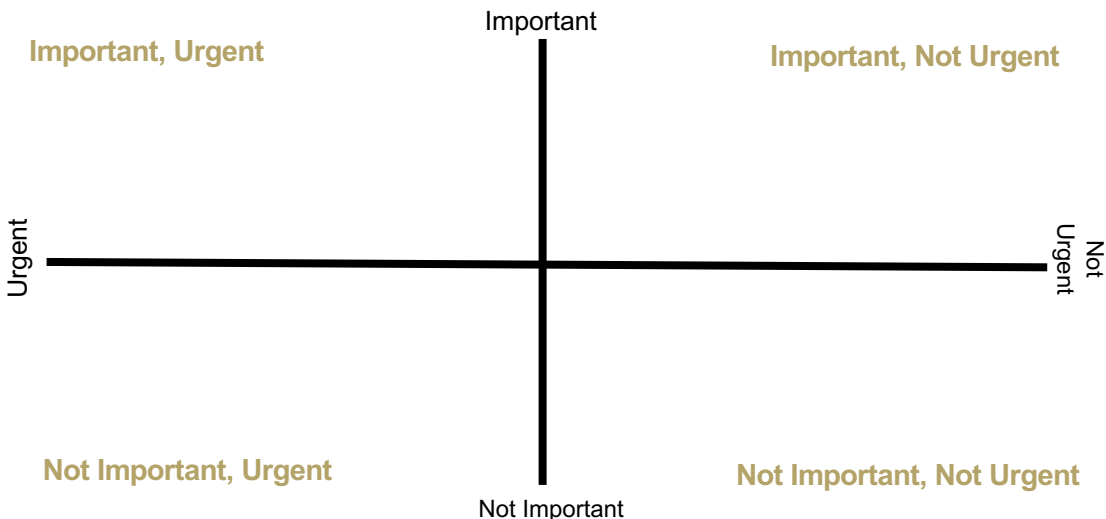
Definitions

Important: The outcome leads to us achieving our goals.

Urgent: Demands immediate attention. Usually associated with achieving someone else’s goals.

Task	Urgent	Important

Step 3 (optional): Plot your activities on chart below.



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Step 4: Prioritize your to-do list based on:

Important and Urgent - Do First

These tasks must be finished immediately. They fall into two categories: ones you could not have anticipated and one's you've left until last minute.

For last-minute activities- plan ahead, block time to finish activities, and avoid procrastination.

For unforeseen activities- try to leave time in your schedule to handle unexpected issues and activities.

Important, but not Urgent - Schedule

These tasks are related to professional/personal goals and important work. Plan ahead so you can complete these tasks properly and mitigate any unforeseen problems. This will allow you to stay "on track" and avoid the stress of work becoming more urgent than necessary.

Not important, but Urgent – Delegate (or reschedule)

These tasks often prevent you from achieving your own professional goals and important work. The source of these activities are often other people. Ask yourself "Can I reschedule this?" "Can I delegate this" "Can I say no to this?"

Another tactic is to plan periods of time when you are available such as "office hours" so you can accomplish these tasks all at once.

Not Important, Not Urgent – Don't do.

These activities tend to be distractions. Be clear about your objectives and boundaries to your team and partners. Say "no" politely and, if possible and appropriate, explain why you cannot do it.

Eisenhower Tips

1. Before including an item on your "to-do" list ask yourself "Is this worth doing?"
2. Limit yourself to 8 tasks per quadrant and then complete in order of important. Remember the ultimate goal: finishing tasks- not simply collecting them.
3. Maintain one list for personal and professional tasks. This allows you to equally prioritize work and life.
4. Plan in the morning and then focus on completing tasks. Do not let others distract you or defines your priorities (unless absolutely necessary).
5. Over managing your to-dos is another way to procrastinate. Try to minimize process in order to maximize effectiveness and efficiency.
6. Create a habit by doing this daily

Additional Resources

<https://www.Eisenhower.me> – Additional tips, videos, printable grid/to-do lists and more!