

Eisenhower Box Instructions & Template



Definition

The Eisenhower Box is a decision-making tool that helps teams prioritize based on their urgency and importance. By using the Eisenhower Box, teams can prioritize tasks more effectively, manage time more efficiently, and achieve goals together.

General Instructions

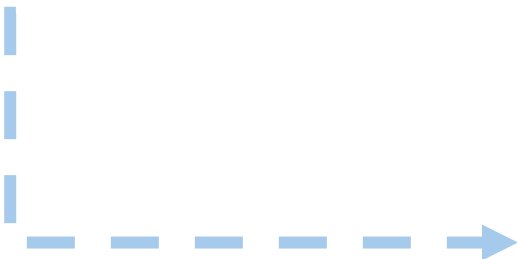
It's time to start planning "**stand-up meetings**". These are short meetings where you share important updates and news. Here's how to get started.

1. **Write down all tasks:** Start by listing all the tasks that need to be completed.
2. **Evaluate each task:** Evaluate each task based on its level of urgency and importance.
3. **Plot each task on the box:** Plot each task on the Eisenhower Box according to its urgency and importance.
4. **Be honest:** Be honest about the level of urgency and importance of each task.
5. **Avoid procrastination:** Avoid putting off tasks that are urgent and important.
6. **Learn to say no:** Learn to say no to tasks that are not urgent or important.
7. **Review and adjust:** Review and adjust your priorities regularly to ensure they align with your goals.

When to Use

1. Use the matrix in team check-ins or staff huddles.
2. Keep a shared version for project teams to prioritize tasks.
3. Review and revise weekly to stay aligned across agencies.
4. Encourage delegation across appropriate roles and classifications.

How to Plot with City Examples



Breaking the Cycle of Urgency

When teams operate in crisis mode, it can be draining and ineffective. If you're experiencing this and want to improve as a team, please consider requesting a [Team Training \(available upon request\)](#) or an [Organizational Development Consultation](#).

	Urgent	Not Urgent
	Do First (Urgent & Important)	Schedule (Not Urgent But Important)
Important	Tasks that require immediate attention and contribute to your long-term goals. These are typically deadlines or crises. Example: Addressing an employee emergency or employee complaint affecting service and well-being.	Tasks that help achieve long-term goals but don't require immediate action. These commitments should be planned, scheduled, and kept. Example: Strategic planning, learning new skills.
Not Important	Tasks that require immediate attention but can be handled by others. These are typically interruptions or tasks that don't contribute to long-term goals. Example: Routine emails, scheduled meetings.	Tasks that don't add value to your goals and are often distractions. These should be minimized or eliminated. Example: Social media scrolling, unnecessary meetings.

Eisenhower Matrix Template



	Urgent	Not Urgent
Important	Do First (Urgent & Important)	Schedule (Not Urgent But Important)
	Tasks that require immediate attention and contribute to your long-term goals. These are typically deadlines or crises. Example: Addressing an employee emergency or employee complaint affecting service and well-being.	Tasks that help achieve long-term goals but don't require immediate action. These commitments should be planned, scheduled, and kept. Example: Strategic planning, learning new skills.
	1. _____	1. _____
	2. _____	2. _____
	3. _____	3. _____
	4. _____	4. _____
	5. _____	5. _____
	6. _____	6. _____
	7. _____	7. _____
	8. _____	8. _____
9. _____	9. _____	
10. _____	10. _____	
Not Important	Delegate (Urgent But Not Important)	Eliminate (Not Urgent & Not Important)
	Tasks that require immediate attention but can be handled by others. These are typically interruptions or tasks that don't contribute to long-term goals. Example: Routine emails, scheduled meetings.	Tasks that don't add value to your goals and are often distractions. These should be minimized or eliminated. Example: Social media scrolling, unnecessary meetings.
	1. _____	1. _____
	2. _____	2. _____
	3. _____	3. _____
	4. _____	4. _____
	5. _____	5. _____
	6. _____	6. _____
	7. _____	7. _____
	8. _____	8. _____
9. _____	9. _____	
10. _____	10. _____	