Eisenhower Matrix Template

| | **Forming** | **Storming** | **Norming** | **Performing** | **Adjourning** |

	Urgent	**Not Urgent**
Important	**Do First** (Urgent & 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. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	**Schedule** (Not Urgent But Important) 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. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____
Not Important	**Delegate** (Urgent But 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. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	**Eliminate** (Not Urgent & Not Important) 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. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____