PRINTABLE TEMPLATE

Eisenhower Matrix

Two questions per task: Does it move my weekly goal? Is there a real deadline within 48 hours?

DATE _____

WEEKLY GOAL _____ Your test for important

	URGENT	NOT URGENT
IMPORTANT	**1 Do** — Today, yourself. Three at most.	**2 Schedule** — Calendar block: day and time.
NOT IMPORTANT	**3 Delegate** — Hand off, shrink, or batch.	**4 Delete** — Drop it. Nothing replaces it.

1 Do — Today, yourself. Three at most.

	TASK	BY	HRS
☐			
☐			
☐			
☐			
☐			
☐			
☐			

2 Schedule — Calendar block: day and time.

	TASK	WHEN	HRS
☐			
☐			
☐			
☐			
☐			
☐			
☐			

3 Delegate — Hand off, shrink, or batch.

	TASK	WHO OR HOW	HRS
☐			
☐			
☐			
☐			
☐			
☐			
☐			

4 Delete — Drop it. Nothing replaces it.

	TASK	HRS
☐		
☐		
☐		
☐		
☐		
☐		
☐		

Hours in Quadrant 2: _____ of _____ available hours

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EXAMPLE, FILLED IN

Eisenhower Matrix: Dana's week

Dana runs operations at a 45-person online furniture retailer. 23 items, 24.5 hours estimated, 22 hours open.

DATE Week of October 5

WEEKLY GOAL Contract redlines back to the vendor, migration plan v1 sent to IT

Your test for important

	URGENT	NOT URGENT
IMPORTANT	1 Do	2 Schedule
NOT IMPORTANT	3 Delegate	4 Delete

1 Do

Today, yourself. Three at most.

	TASK	BY	HRS
☑	Wholesale shipment stuck at the carrier	Mon noon	1.5
☑	Label printer down in zone B	Mon 10 a.m.	1
☑	Payroll correction for two team members	Mon 5 p.m.	1
☑	Board slide with third-quarter numbers	Tue 10 a.m.	1.5
☐			
☐			
☐			

2 Schedule

Calendar block: day and time.

	TASK	WHEN	HRS
☐	Migration plan draft v1	Tue + Wed 9 to 11	4
☐	Vendor contract review	Thu 9 to noon	3
☐	Seasonal hiring plan	Fri 9 to 11	2
☐	Pilot success metrics with IT	Thu 3 p.m.	1
☐	One on one with team lead	Wed 2 p.m.	0.5
☐	One on one with coordinator	Thu 2 p.m.	0.5
☐			

3 Delegate

Hand off, shrink, or batch.

	TASK	WHO OR HOW	HRS
☐	14 Slack status pings	two 30-min batches	1.5
☐	Expense approvals under $50	same batches	0.5
☐	Warehouse photos for marketing	team lead	1
☐	Supplier call about a new catalog	coordinator	1
☐	Holiday party venue question	coordinator	0.5
☐	Desk assignment form from HR	team lead	0.5
☐	Three meeting invites, no agenda	declined	1.5

4 Delete

Drop it. Nothing replaces it.

	TASK	HRS
☐	~~Industry newsletters~~	0.5
☐	~~Reorganize shared drive folders~~	0.5
☐	~~Webinar on AI in logistics~~	0.5
☐	~~Compare tools for a decision already made~~	0.5
☐		
☐		
☐		

Hours in Quadrant 2: 11 of 22 available hours

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