



Eisenhower Matrix

URGENT

NOT URGENT

IMPORTANT

Do Now

Schedule It

NOT IMPORTANT

Delegate It

Delete It

How To:

1. **Get it down on paper:** Write every single task you need to do for school that is on your mind on paper
2. **Construct your Matrix**
3. **Colour Code:** Highlight all your important tasks
4. **Create a hierarchy:** Now you will have two lists highlighted (important) and non-highlighted (not important) From the highlighted decide “do it now”
5. **Schedule It:** From the highlighted that is left over place those tasks in Schedule It and assign some dates
6. **Delegate:** You now have the non-highlighted tasks. Decide from those tasks which of them can be deleted and place the rest into delegate and assign a time or person to the task
7. **Delete it:** You are left with tasks that serve no academic purpose. These are probably things like sending a Snap back, like an Instagram post.

Remember that urgent is not always important: urgent work requires your immediate attention and response while important work contributes to your overall goal.



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URGENT

NOT URGENT

IMPORTANT

Do Now

Deadlines/time-sensitive tasks/add value to overall goal

- Finishing and assignment
- Starting research
- Completing an online quiz

Schedule It

Tasks without a set deadline, adds some value to your progress

- Review older notes
- appointment with Writing Support Desk
- Responding to a discussion post

NOT IMPORTANT

Delegate It

Needs to be done but doesn't require much energy

- Read extra resources for a class
- Schedule a group project date in the library

Delete It

They don't add value to your goal, can be done in moderation

- Watching study videos
- Organizing notes into folders
- Social Media

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