Ismail Chalil

The Eisenhower Matrix

Priority Matrix

a task management tool that helps you organize and prioritize tasks by urgency and importance.

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About
Eisenhower

- The Eisenhower Matrix, also known as the Urgent-Important Matrix, was inspired by Dwight D. Eisenhower, the 34th President of the United States.

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I have two kinds of problems, the urgent and the important.

The urgent are not important, and the important are never urgent.

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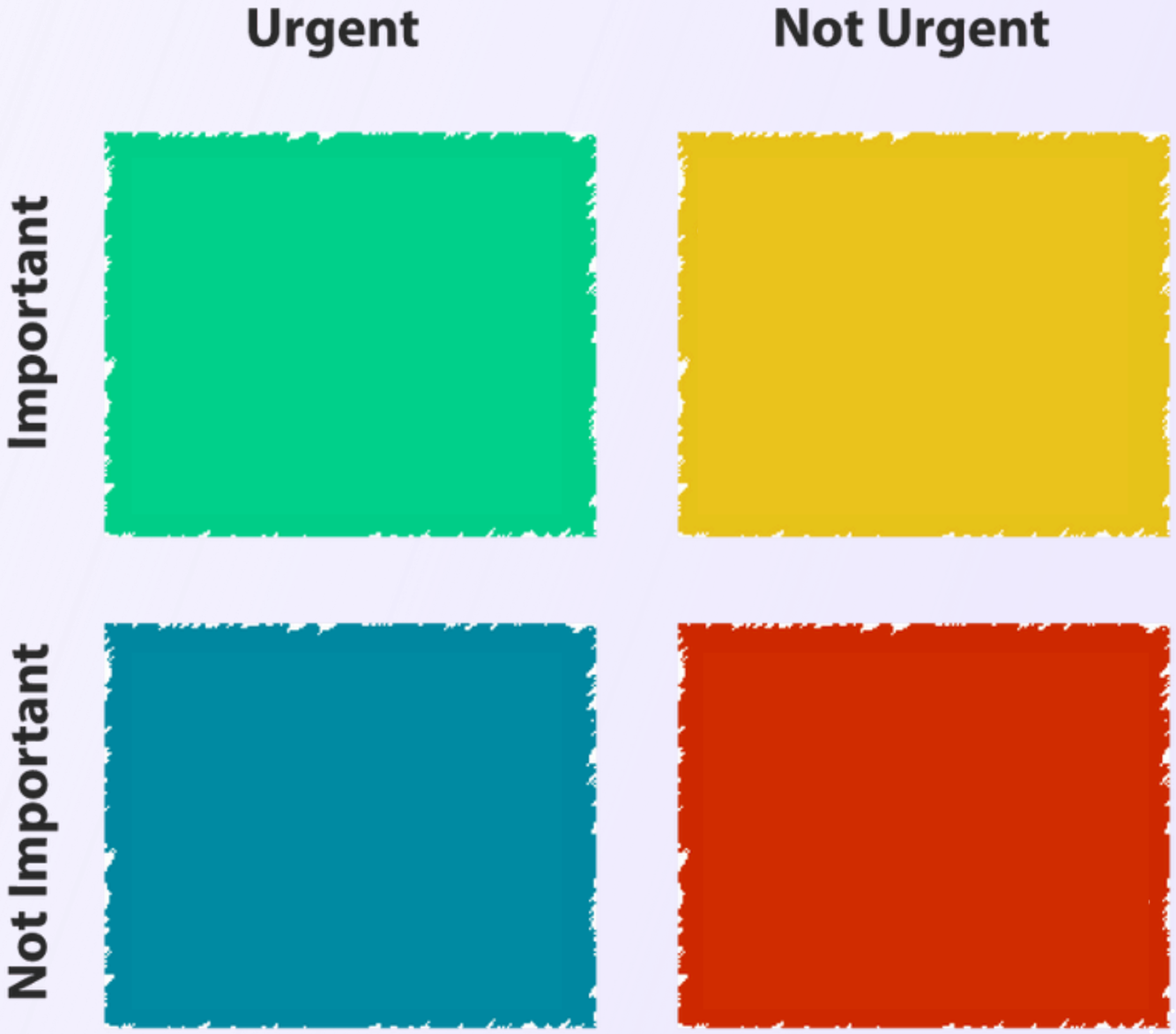
The Matrix Explained



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Do First.

These are tasks that are urgent and important. Imagine you have a report due by the end of the day. This goes in the 'Do First' box because you need to get it done ASAP!

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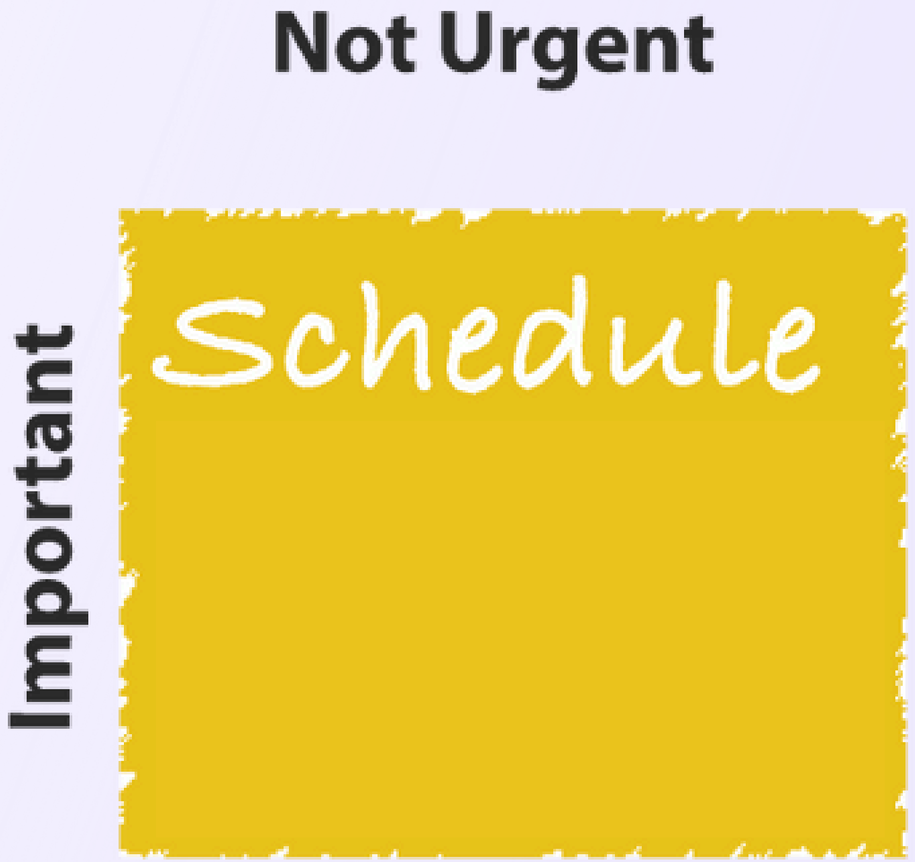
Schedule

These tasks are important but not urgent. Like planning a presentation for next week’s meeting. It's crucial, but you don't have to do it right now. Just make sure to plan some time for it.



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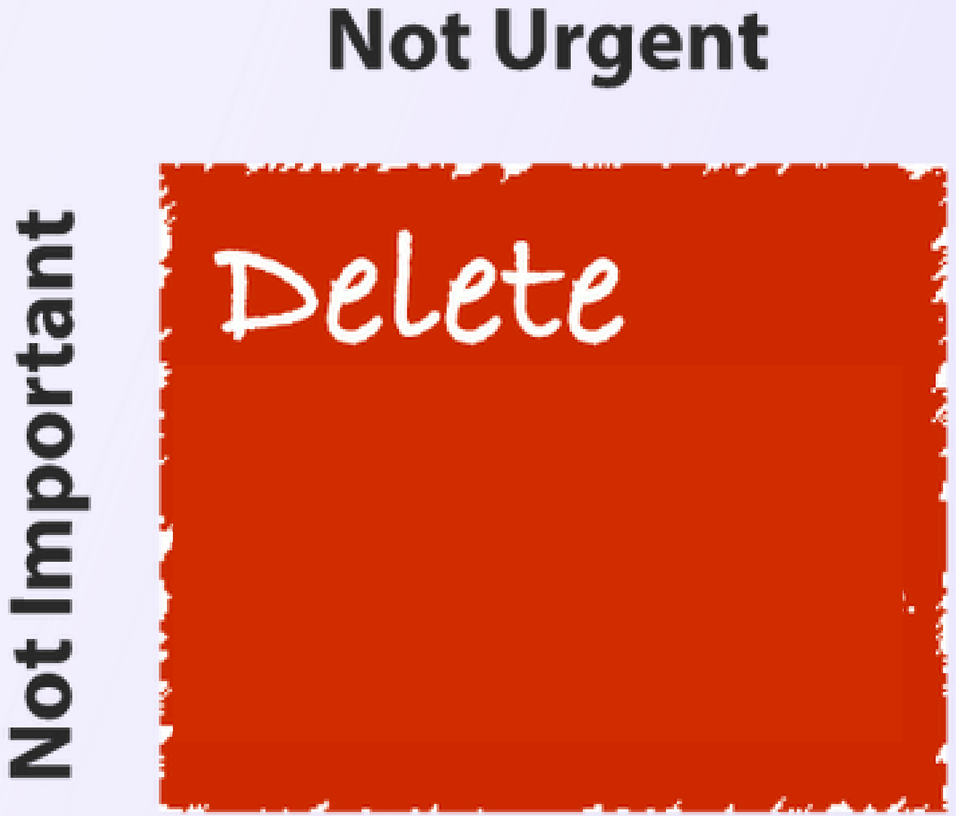
Delegate

These tasks need to be done soon but not necessarily by you. For example, organizing team files. Maybe you can ask a colleague to help with this one.

Eliminate

These are time-wasters. They’re not urgent, and they’re not important. Like spending too much time browsing social media. It's fun, but it can wait until you have more free time.



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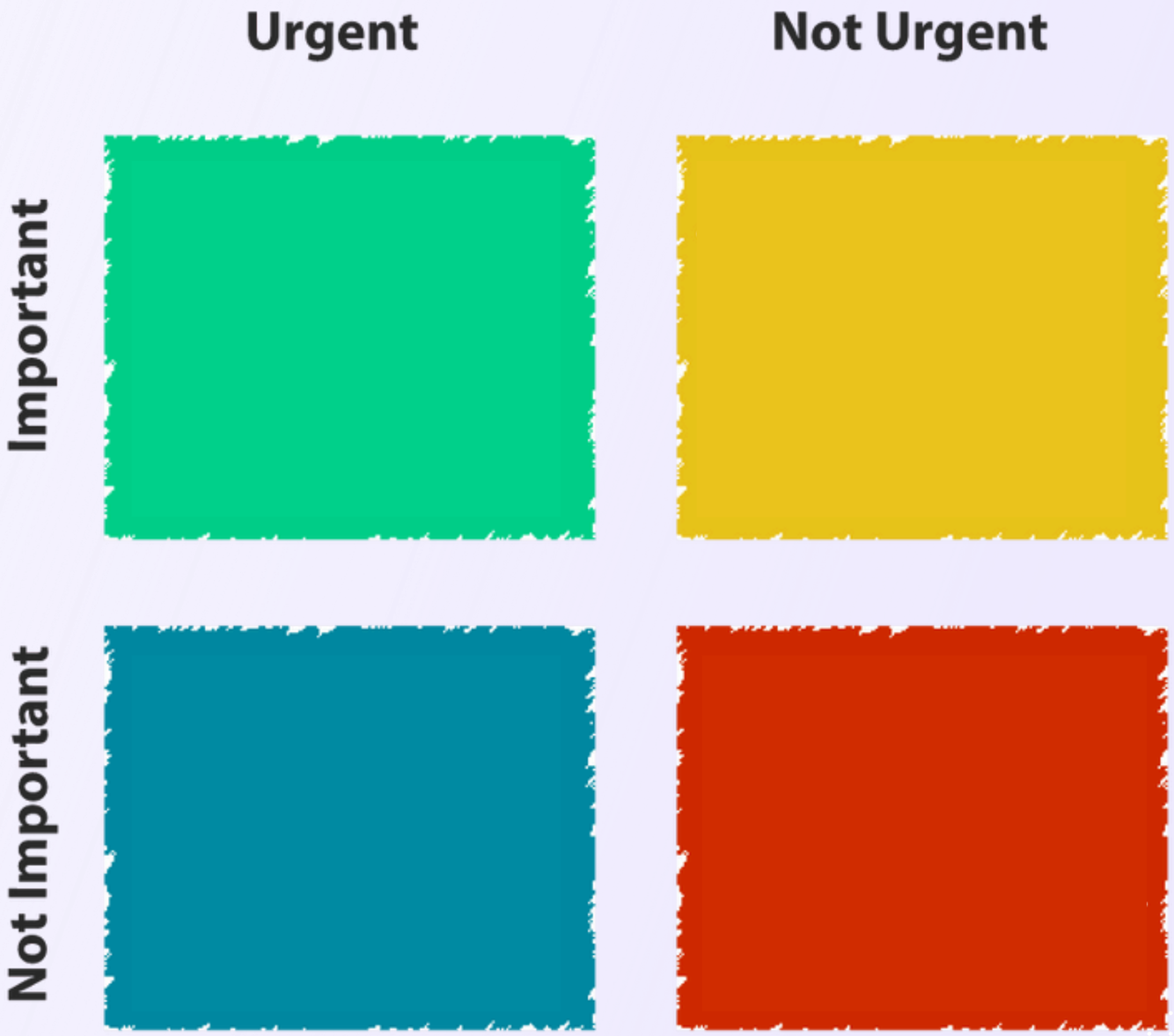
Lets Practice



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Lets Practice

- Your project update is due in two hours
- You need to prepare a proposal for next week's meeting
- You have to arrange a team lunch
- Checking out the latest memes online

Do

Schedule

Delegate

Eliminate

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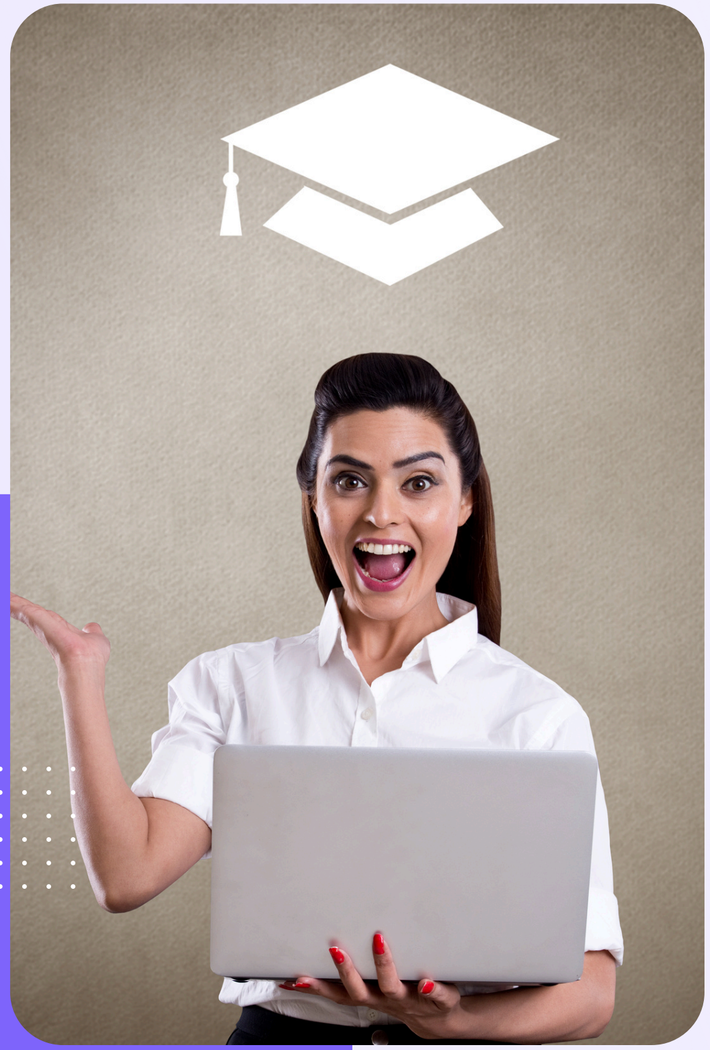

Some fun atcivity

Create our own Eisenhower Matrix.

Grab some paper and draw a big square. Divide it into four smaller squares and label them 'Do First,' 'Schedule,' 'Delegate,' and 'Eliminate.' Now think of your own tasks and place them in the right boxes.

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THANK YOU

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