

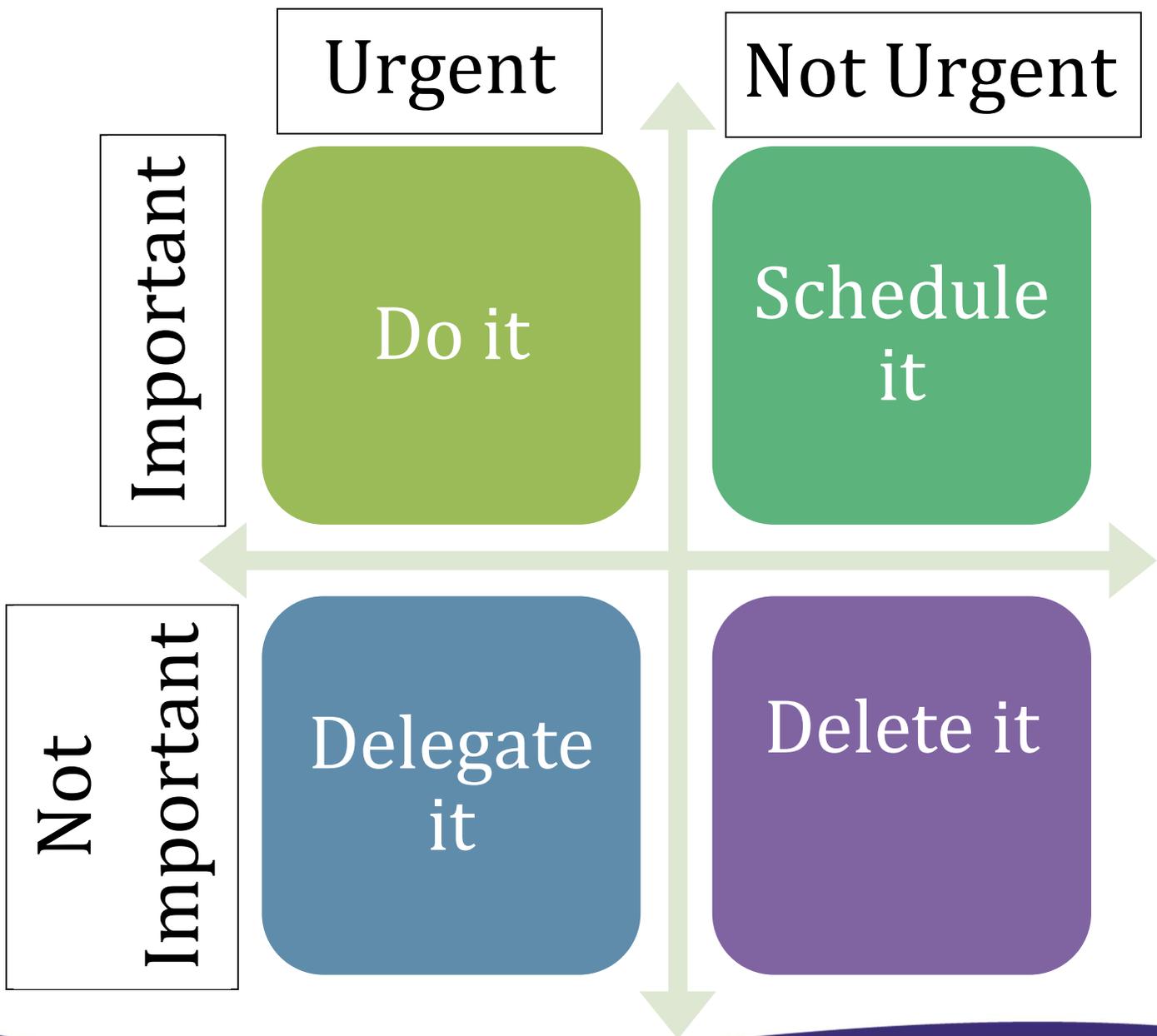
# LEARNING

DEVELOPMENT & SUCCESS

## Eisenhower Matrix

Eisenhower matrices are very helpful tools when trying to prioritize tasks

1. Make a list of the tasks that you have to do this week (see next page for a fillable version)
2. Assign each of your tasks to one of the quadrants below
3. If you have multiple things in the “do it” or “schedule it” category, make a plan for getting these done.



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DEVELOPMENT & SUCCESS

Use this fillable Eisenhower Matrix to try it out for yourself.

