

Eisenhower Matrix – Time & Priority Management Worksheet

Use this worksheet to categorize your tasks by urgency and importance. This will help you focus on what truly matters, plan strategically, and manage your time effectively.

<u>1</u> URGENT & IMPORTANT	<u>2</u> NOT URGENT BUT IMPORTANT
<u>3</u> URGENT BUT NOT IMPORTANT	<u>4</u> NOT URGENT & NOT IMPORTANT

Reflection:

What patterns do you notice in your tasks? Which quadrant needs more of your attention?
