# Time Management Tips – Eisenhower’s Matrix

Eisenhower’s Matrix is a technique which was conceptualised by the American President, Dwight Eisenhower. It was designed to help determine what tasks were the most important and urgent, and which tasks could be ditched or delegated. This technique is proven to be helpful for people who want to prioritise their tasks but aren’t sure which ones they should do first.

Start by writing down what you need to get done:

Decide whether each task is urgent, important, neither or both, and sort them into the Eisenhower’s matrix below.

|  |  |
| --- | --- |
| **Urgent and Important (Do now)** | **Not urgent but important (Do next)** |
| **Urgent but not important (Do later)** | **Not urgent or important (Ditch it / Wait)** |