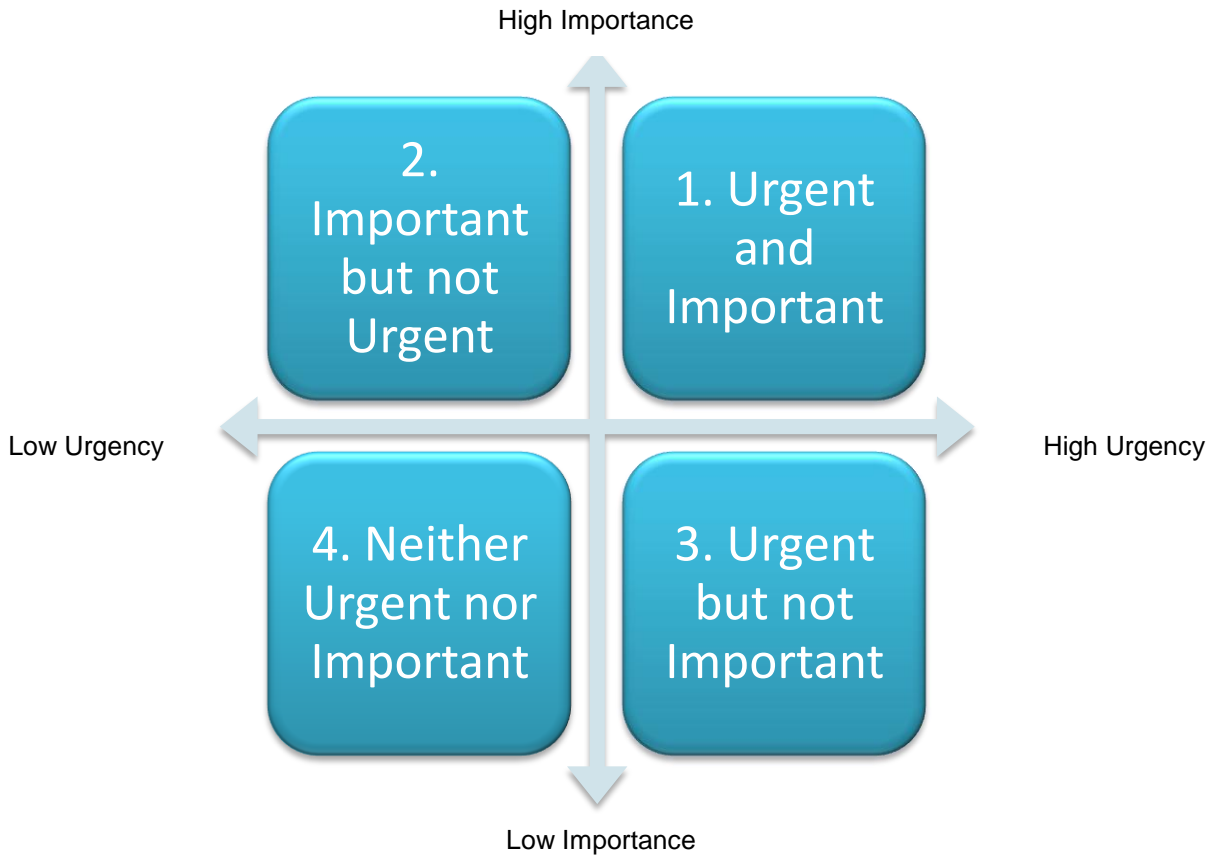




The Eisenhower Grid (Importance/Urgency Matrix)



<p>Tasks which are Important but Not Urgent</p> <p>This quadrant relies you to focus on planning, organising, preparation and prevention. Working in this quadrant will help you to have more control over your work and will prevent a number of "fires" from starting. Ultimately, it allows you focus on what makes the biggest difference at work. Aim to work in this quadrant as much as you can!</p>	<p>Tasks which are Urgent and Important</p> <p>This is the fire-fighting zone. In this zone you are always reacting to here and now. You can become addicted to urgency, relishing the challenges that it brings. It can make you feel important and productive, but it may result in you working solely as a trouble shooter, and never finding time to work on longer-term plans.</p>
<p>Tasks which are Neither Important or Urgent</p> <p>This is where time-bandits live. It is a quadrant of waste. Maybe you do all of the jobs that you like to put off doing something more urgent or important, but you are not looking forward to. Spending too much time in this box is a recipe for disaster, as you can't even argue that there was an emergency situation.</p>	<p>Tasks which are Urgent but Not Important</p> <p>When you work in this quadrant, you create an illusion of importance. However, in reality you are spending time on things that are important to others usually in the form of interruptions, phone calls, meetings and unexpected visitors. If you spend too much time in this quadrant, you will be busy but not productive.</p>



To apply the Eisenhower Grid, ask yourself the following questions:

