**Eisenhower Matrix**

Long to-do lists can be overwhelming, but Eisenhower matrix helps us go through tasks quadrant by quadrant and will help you prioritize tasks.

* The page is split into four quadrants. The top 2 quadrants are allocated for:
  + Important and Urgent Tasks
  + Important and Not Urgent Tasks
* The bottom 2 quadrants are allocated for:
  + Not important and Delegate
  + Not important and Delete

**Important and Urgent Tasks**

* Do: Tasks with Immediate Deadlines or Consequences. Example: A medication that needs to be picked up today.

**Important and Not Urgent Tasks**

* Schedule: Tasks with unclear deadlines that contribute to long term success/happiness. Example: Clean your space on Saturday at 9 AM.

**Not important and Delegate**

* Delegate: Tasks that must get done, but don’t require specific skill set. Example: Attending a cousin’s best friend’s birthday party when you have a deadline tomorrow for a class.

**Not Important and Delete**

* Delete: Distractions and unnecessary tasks. Example: Binge watching TV shows.

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