**AYB Quick Tool:** Eisenhower Decision Matrix

**Description/Overview:** Worksheet to help you allocate your time during the course of your day to maximize your effectiveness by focusing on those activities and issues that have the greatest impact on You, Inc.’s business and your mental well-being.

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| **Quadrant 1: Important/Urgent**Examples of Quadrant 1 Items:* Customer deadlines and follow up calls
* Crisis issues - business or personal
* Tax deadlines
 | **Quadrant 2: Important/Not Urgent**Examples of Quadrant 2 Items:* Force multiplier/networking meetings
* Next quarter business planning
* New business/prospecting follow up calls
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| **Quadrant 3: Not Important/Urgent**Examples of Quadrant 3 Items:* Interruptions
* Impromptu meetings
* Non-essential calls
 | **Quadrant 4: Not Important/Not Urgent**Examples of Quadrant 4 Items:* Cleaning out email folders
* Checking in on social media
* Other time wasters
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**Remember:** There will never be enough time in the day to do everything that is pulling at you from every direction.

* Work to keep Quadrant 1 activities at a minimum, to the degree life allows
* Take every opportunity to work on Quadrant 2 activities, before they become Quadrant 1 action items
* Cut your time spent on Quadrant 3 and 4 items wherever possible.

**AYB Quick Tool:** Eisenhower Decision Matrix

**Description/Overview:** Clean worksheet to use to manage your time and minimize non-productive activities.

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| --- | --- |
| **Quadrant 1: Important/Urgent** | **Quadrant 2: Important/Not Urgent** |
| **Quadrant 3: Not Important/Urgent** | **Quadrant 4: Not Important/Not Urgent** |