

Prioritizing Tasks: The Eisenhower Matrix

Name: _____ Date: _____

LEARNING OBJECTIVE

Students will sort tasks by urgency and importance using the Eisenhower decision matrix.

MATERIALS NEEDED

- 1 sheet of paper
- ruler
- 8-10 small sticky notes or cut paper squares
- pen or pencil

HANDS-ON ACTIVITY

1. Using a ruler, draw a large 2x2 grid on paper and label the 4 quadrants: Urgent & Important, Not Urgent & Important, Urgent & Not Important, Not Urgent & Not Important.
2. Write 8-10 real tasks you actually have this week (homework, chores, a project deadline, texting friends, video games, etc.) on separate sticky notes or paper squares.
3. Sort each task sticky note into the correct quadrant of your matrix based on how urgent and important it truly is.
4. Circle the 3 tasks across all quadrants that you should do first, and cross out or set aside any 'Not Urgent & Not Important' tasks that could wait or be skipped.

QUESTIONS

1. List 2 tasks you placed in the 'Urgent & Important' quadrant.

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2. Why should tasks in the 'Urgent & Important' quadrant always be done first?

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3. What is one task you placed in 'Not Urgent & Not Important,' and why is it okay to postpone or skip it?

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4. How can using this matrix help reduce stress about a busy schedule?

