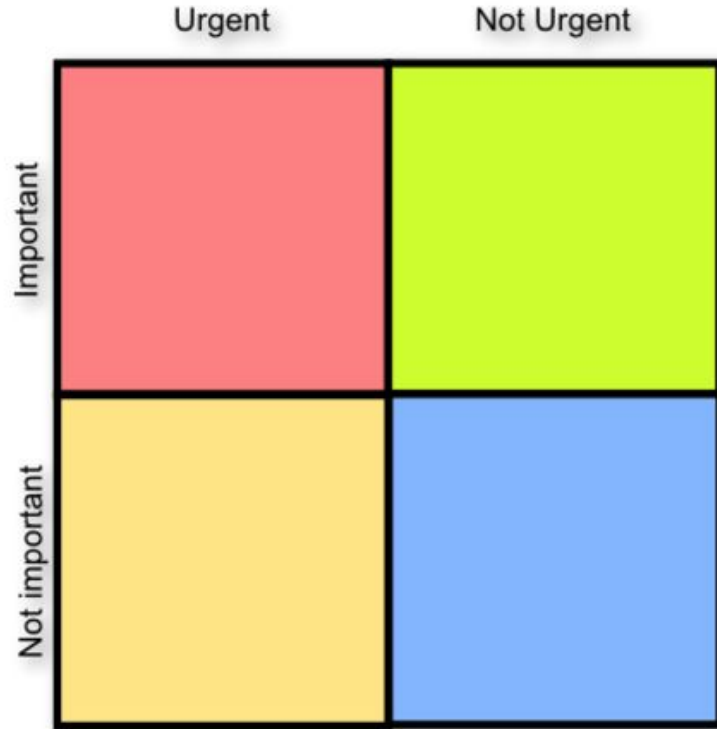


# Eisenhower Matrix

*Time Cannot Be Managed...*

*Only Activities Can Be Managed.*

# The Eisenhower Matrix



Urgent

Not Urgent

Important

NECESSITY

- Staff Issue
- Client Crisis
- Meeting a Deadline
- Project Meetings

QUALITY

- Vision & Values
- Business Planning
- Marketing Strategy
- Staff Development
- Personal Development/Care

Not important

DECEPTION

- Interruptions
- Some Calls
- Some Emails
- Some Meetings
- Busywork

WASTE

- Time Vampires
- Analysis Paralysis
- Procrastination Activities

# Good time management

