



Hot Sheet

PRIORITIZATION AND TIME-MANAGEMENT

Structures

THE EISENHOWER MATRIX

Use this framework to help you triage tough decisions from the many tasks. Prioritize items according to their urgency and importance.

URGENT

LESS URGENT

IMPORTANT

DO FIRST

Daily or weekly items that demand your immediate action or attention.

Includes projects that are time sensitive, high-priority dependencies, and unexpected surprises or crises.

SCHEDULE

Important tasks or projects that don't require immediate action. Schedule a time(s) to work on these.

Includes tasks that support professional and personal development or help achieve a business goal.

LESS IMPORTANT

DELEGATE, NEGOTIATE

Urgent items that require attention, but don't require your level of expertise, should be assigned or delegated to others.

Includes items that do not contribute to effectiveness or productivity.

DO NOT DO

In most cases you can erase these items from your list.

Includes meetings where you give little or no contribution or things that do not contribute to goals.

Note: Multi-tasking is a denial of your reality. Trying to accomplish multiple things at once means you are probably failing at all of them.