**the Eisenhower priority matrix**

|  |  |  |
| --- | --- | --- |
|  |  | **When is this task due?** |
|  |  | **Urgent** | **Not Urgent** |
| **Does this task contribute to my marks?** | **Important** | **DO NOW (QUAD OF NECESSITY)** | **DO ASAP (QUAD OF QUALITY)** |
| **(I) Important & Urgent** | **(II) Important & Not Urgent** |
| *Tasks that count towards your marks or increase workload if not completed & are due by tomorrow* | *Tasks that count towards your marks or increase workload if not completed & are due in the next fortnight* |
| Close deadlines (due today or tomorrow)High level of importance (contributes to your marks)Emergencies & crisesLast minute changesLast minute preparations | Getting started earlyLong-term projects/tasksPreparation & planningPrevention of major problemsStudying in advanceThinking & research |
| **Not Important** | **DELEGATE | DELETE | DO THE MINIMUM (QUAD OF DECEPTION)** | **IGNORE (QUAD OF WASTE)** |
| **(III) Not Important & Urgent** | **(IV) Not Important & Not Urgent** |
| *Tasks that don’t contribute to your marks and won’t increase your study load if ignored, but need to be completed by tomorrow* | *Tasks that don’t contribute to your marks and won’t increase your study load if ignored, and can be done at any stage* |
| Fun/social eventsInterruptions & distractionsMeeting other people’s priorities & expectationsOther people’s emergenciesUnscheduled tasks/visitors | Computer games & escape activitiesOver analysis & perfectionismProcrastination activitiesSocial media & web browsingTime wastersEmails, texts, calls & TV |

**Eisenhower priority matrix**



**HSC student activities & quadrant allocations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Due** | **Important****Urgent** | **Important****Not Urgent** | **Not Important****Urgent** | **Not Important****Not Urgent** |
| General Homework (Difficult Topic) | Next Day | 3 |  |  |  |
| General Homework (Easy Topic) | Next Day |  | 3 |  |  |
| Essay/Assignment (Counts for Marks) | Next Day | 3 |  |  |  |
| Essay/Assignment (Counts for Marks) | Next Week |  | 3 |  |  |
| Internal assessments | Next Day | 3 |  |  |  |
| Internal assessments | Next Week |  | 3 |  |  |
| Writing Notes/Summaries | Next Day |  |  | 3 |  |
| Writing Notes/Summaries | Next Week |  |  |  | 3 |
| Memorising Materials | Next Day | 3 |  |  |  |
| Memorising Materials | Next Week |  | 3 |  |  |
| Revising Materials for Test/Exam | Next Day | 3 |  |  |  |
| Revising Materials for Test/Exam | Next Week |  | 3 |  |  |
| Working Through Exam Papers | Next Day | 3 |  |  |  |
| Working Through Exam Papers | Next Week |  | 3 |  |  |
| Preparing Flashcards |  |  | 3 |  |  |
| Getting Ahead |  | 3 | 3 |  |  |
| Private Tuition |  | 3 | 3 |  |  |
| Practise Essays |  |  | 3 |  |  |
| Exam Revision Lectures |  | 3 | 3 |  |  |
| Searching for Images |  |  |  |  | 3 |
| Rewriting Notes Neatly |  |  |  |  | 3 |
| Reworking Quality Work to Improve Marks |  |  |  |  | 3 |
| Photocopying/Scanning |  |  |  |  | 3 |
| Study Groups |  |  |  |  | 3 |
| Getting Help from a Teacher |  | 3 | 3 |  |  |
| Rereading English Texts |  |  | 3 |  |  |
| Reworking Questions from Textbook |  |  |  |  | 3 |
| Feeling Very Ill |  | 3 |  |  |  |
| Finishing an Assessment that’s Due |  | 3 |  |  |  |
| Friend is Very Ill |  |  |  | 3 |  |
| Guests Drop By |  |  |  | 3 |  |
| Phone Texts |  |  |  |  | 3 |
| Facebook |  |  |  |  | 3 |
| Daydreaming |  |  |  |  | 3 |
| Going for a Walk |  |  | 3 |  |  |
| Family Time |  |  | 3 |  |  |

