The Eisenhower Matrix

Sort your tasks by urgency and importance, then focus on what truly matters.

	URGENT	NOT URGENT
IMPORTANT	**1 DO FIRST** Urgent & Important	**2 SCHEDULE ON CALENDAR** Important, Not Urgent
NOT IMPORTANT	**3 DELEGATE / AUTOMATE** Urgent, Not Important	**4 ELIMINATE** Neither Urgent nor Important

Do first. Plan next. Hand off what you can. Let go of the rest.

2-Minute Action Checklist

Stick it on your desk or fridge. Small starts beat perfect plans.

THE TWO-MINUTE RULE

If it takes less than two minutes, do it now.
If it takes longer, commit to just two minutes to get started.

DATE _____

DO IT NOW

Takes under 2 minutes

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

START IT

Commit to just 2 minutes to begin

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

TOMORROW'S TINY STEP

One small action to get ahead

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Two minutes is enough to begin.