

Setting Priorities with the Eisenhower Matrix



How does this help me?

- You work through your to-dos in a sensible order and don't dwell on tasks that are not currently relevant.
- During periods when you have a lot of tasks to do, you stay on top of what needs to be completed.

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What is the Eisenhower Matrix?

The Eisenhower Matrix helps you prioritize your to-dos before you start your day. This is done by ranking your tasks according to their importance and urgency. Important means that the task needs to be done no matter what, and specifically by you. Urgent means that your time to complete the task is running out.

A-tasks (important and urgent)

These tasks have the highest priority and should be done immediately.

B-tasks (important, but not urgent)

Although these tasks are important, they can be postponed for the time being. To ensure that you don't lose track of them, you should schedule a plan with fixed dates in the future to complete them.

C-tasks (urgent, but not important)

C-tasks can't be postponed, but because they are not particularly important to your current goal, you can minimize the amount of effort you put into them, or even hand them over to other people.

Delete (neither important nor urgent)

All the tasks that you can leave undone without (serious) consequences end up here.

Literature:

Bastian, Jasmin; Groß-Mlynek, Lena (2018): Lerntechniken und Wissensmanagement. Wissen erwerben, speichern und verwerten. 2. ed. Huter & Roth KG: Wien, 90-91.



Tasks are not always equally important (or unimportant)! It depends very much on **your current focus or goal**.

A tasks can also be things that affect your **health and well-being!**



The name is attributed to former U.S. President **Dwight D. Eisenhower**. Whether he used the method himself is not known.





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SCHLÜSSELKOMPETENZEN
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Sort your tasks into the matrix below. Afterwards:

- **Decide for each B-task when you want to take care of it.**
- **Then complete your A-tasks.**
- **Whenever a C-task comes up, take care of it in a way that takes up as little time and energy as possible.**

Sometimes, you will finish your A-tasks quickly. When this happens, you can turn your attention to your B-tasks to get some of them done ahead of time. This way, they don't become A-tasks at some point and stress you out.

