

THE EISENHOWER BOX

	Urgent	Not Urgent
Important	<p>DO</p> <p>Do it now</p> <p>Note recurring reactivity</p>	<p>COMMIT</p> <p>Schedule time for long-term payoffs</p>
Not Important	<p>DELEGATE</p> <p>Get someone else to do it</p>	<p>DELETE</p> <p>Eliminate these wasteful activities</p>

THE EISENHOWER BOX a la Covey

	Urgent	Not Urgent
Important	<p>DO</p> <p>React, Respond, Produce Deal with problems & crises Project work</p>	<p>PLAN/MAINTAIN</p> <p>Long-term focus and payoff Vision, Values, Purpose Relationship building Wellbeing activities</p>
Not Important	<p>IGNORE/MANAGE</p> <p>Interruptions Electronic Notifications Phone calls Drop-ins</p>	<p>DUMP</p> <p>Time and Energy Wasters Trivia, Busy Work Excessive entertainment & web surfing Excessive Social Media</p>

INITIATIVE or PROJECT MATRIX

	Low Cost/Effort	High Cost/Effort
High Value/Impact	DO (DAILY FOCUS, OFTEN OPERATIONAL)	STRATEGICALLY INVEST (VERY FEW OF THESE)
Low Value/ Impact	FILL-IN (WORK ON OPPORTUNISTICALLY)	DUMP/DELAY PARK THIS FOR LATER

Value and Impact are measured by contribution to organizational vision and goals

Prioritization Quotes

- What is important is seldom urgent and what is urgent is seldom important. *Dwight D. Eisenhower*
- The key is not to prioritize what's on your schedule, but to schedule your priorities. *Stephen R. Covey*
- Things that matter most must never be at the mercy of things which matter least. *Goethe*
- Important tasks are things that contribute to our long-term mission, values, and goals. *Brett McKay*
- Being busy is a form of laziness — lazy thinking and indiscriminate action. *Tim Ferriss*

Current article by *Atomic Habits* author James Clear: <https://jamesclear.com/eisenhower-box>



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