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**HB 211**

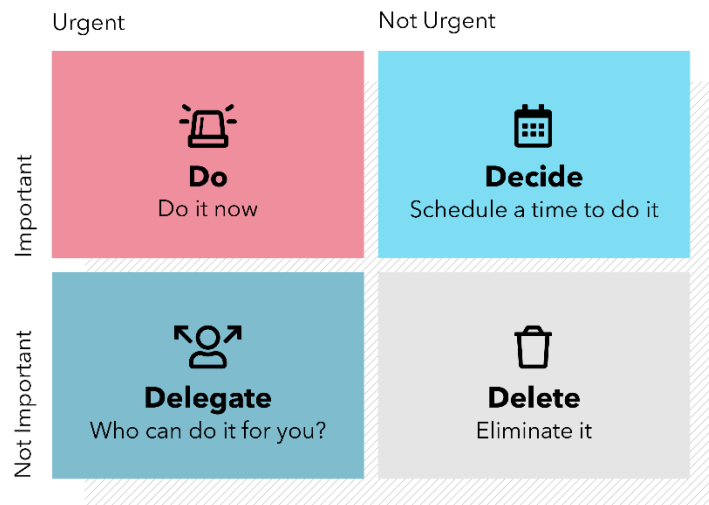


## The Eisenhower Matrix

A TIME MANAGEMENT TOOL

Ever feel like at the end of the day you've done a hundred different things but didn't really make a dent in your day as to what you really needed to get done? Using this method will help you prioritize what tasks should get done first.

### The Eisenhower decision matrix



\* Picture courtesy of Spica.com

See next page for further explanation!

The Eisenhower Matrix is divided into a 2x2 table.

**Q1/Do:** [Top Left] This is the most important box because everything that is deemed urgent AND important should be put in here. Anything that is time sensitive such as having a deadline of today and you're the only one who can do it would be an example of a Q1 task. The idea is to become good at prioritizing, so there should not be many things in this box!

**Q2/Decide:** [Top Right] While these tasks are still important, they do not have to be done today. Getting a head start on your homework or project/paper, checking in with your family, exercising and taking care of your mental health could be examples of Q2 tasks.

**Q3/Delegate:** [Bottom Left] Delegating tasks tends to be difficult for many people and is a skill that you may have to develop. Tasks may feel important and something you need to get done urgently but if you can find a way to delegate them to others, do so! For example, if you live with roommates and you all are hosting a party in the next couple of days, delegate the task of cleaning the house rather than just doing it yourself.

**Q4/Delete:** [Bottom/Right] As you might imagine these are the least important tasks and probably the ones you are spending the most amount of your time doing. These could include checking and responding to your email, social media, watching tv, socializing too much, etc. Keep in mind you should be scheduling in "free time" throughout your day otherwise you'll get burnt out, theres nothing wrong with watching tv and relazing. Doing too much of it, however will prevent you from focusing on taking care of your Q1 & Q2 tasks.

**\*TIP-** Tasks are also about perspective. Not all tasks involving watching TV will be a Q4. If part of your routine is watching a certain show when it drops a new episode, then absolutely make it a Q1 or Q2 task. It's all about how YOU prioritize things.