1) NAME AND DESCRIPTION OF THE TOOL

Effective Time management through Eisenhower´s Matrix.

It is a graphic representation, in a quadrant of two axes, of the different levels of importance and urgency of a specific task. With the so-called Eisenhower principle you will have a basis to establish wisely what the priorities are and optimize the management of your own time. This will allow you to reach the goals faster.

Eisenhower developed a time management method in which a matrix is used to classify the tasks to be performed. Eisenhower separates between the importance and the urgency of the tasks. The use of this simple matrix, consisting of a total of four quadrants, guarantees greater long-term productivity.

If you follow Eisenhower's method, you will first perform those tasks that are important and urgent, and then you will spend time on those projects that are important, but less urgent. With respect to tasks classified as less important, the Eisenhower matrix indicates that they should be delegated or could even put away.

2) OBJECTIVES OF THE TOOL

Then following **objectives** can be achieved through the implementation of this Matrix:

1. Improve your time management.

2. Clear and correct prioritization that allows you to conclude the most important projects first.

3. 3. Delegate less important tasks.

3) CONNECTION OF THE TOOL WITH THE ENEMY

When focusing on what´s important, time management and setting priorities are, therefore, the only way to ensure that we correctly address the main tasks and objectives, leaving all secondary things aside.

It is a daily classification of issues pending execution, placed in a total of four differentiated blocks that exemplify different degrees of priority.

In this way, with a simple glance, we can see everything we have on the table and what we should pay attention to first.

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4) RESOURCES & MATERIALS

Quadrant of priorities

<table>
<tr><td>

1 Important / Urgent
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

</td><td>

2 Important / Not Urgent
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

</td></tr>
<tr><td>

3 Not Important / Urgent
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

</td><td>

4 Not Important / Not Urgent
- _____
- _____
- _____
- _____
- _____
- _____
- _____

</td></tr>
</table>

Notes

_____

_____

Some extra links:

https://www.youtube.com/watch?v=DX4LStJGny4

https://www.youtube.com/watch?v=suGXZ1869qc

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5) IMPLEMENTATION OF THE TOOL

Steps to follow:

1. It is a quadrant of two axes: **importance** and **urgency**.

These are the two factors in which we must measure each task, assigning them an absolute value (yes important / urgent or not).

The combination of these two axes will result in one of the squares.

-What do we understand as important? Those activities that bring us closer to the objectives of our work.

-What do we understand as urgent? We talk about activities that require immediate attention.

2. Once our tasks are placed in each of the quadrants, it is only necessary to understand what each one of them means and how to organize ourselves regarding this method of prioritization of tasks.

Quadrant I (Important and urgent): Although it seems contradictory, this quadrant is the one that we should dedicate less time to: doing so means that we have poorly planned our attention to the rest of the quadrants and that we have left our most relevant work at the last minute.

Quadrant II (Important but NOT urgent): It is just the area where more attention and efforts must be applied to avoid being caught out. Effective people are not oriented towards problems / emergencies but towards opportunities and act in a proactive manner.

Quadrant III (NOT important but urgent): its importance is less, so it is recommended to delegate these tasks as much as possible.

Quadrant IV (Neither important nor urgent): the tasks found in it should only be addressed when all the others have been resolved.

Time allocation: it depends on the complexity of the task, but 5-10 min per quadrant must be enough.

6) WHAT TO LEARN

You will learn how to **improve productivity**.

The Eisenhower Matrix is a simple technique that allows **prioritization** to be established, so that the workday is optimized to the maximum and be as productive as possible.

You will learn how to pick out in the right way to set priorities and know what **tasks they should perform first**.

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