

THE EISENHOWER MATRIX

DISCERNING PRIORITIES FOR PROPER
PROJECT PLANNING (META OR MICRO)

CREATIVISTA
COACHING →→→

IMPORTANT

4

Schedule
Appropriate Planning

- Q. What can you schedule to realistically accomplish before it becomes urgent?
- Q. What is consuming your headspace as 'urgent' when really it's a matter of planning?
- Q. What projects can you schedule as repeatable and maintain with self-control?

Important / Not Urgent

3

STOP!
(if possible) or Do Later

- Q. What time / resource consuming projects or habits take away from your mission? How can you minimize these?
- Q. If you had to say to "No" to 1-3 scheduled items, expectations, habits, hobbies in order to be more fruitful elsewhere, what might they be?
- Q. What keeps you from postponing or eliminating these altogether?

Not Important / Not Urgent

Do NOW
Prioritize Project 1

- Q. What is most pressing and important to accomplish today?
- Q. What project do you need to arrange your schedule around beginning now?
- Q. How does this project / task support your mission / vision? If so, what will you do to make it a priority?

Urgent / Important

Urgent / Not Important

Delegate
(if possible) or Plan Efficiently 2

- Q. What vital but not particularly time-sensitive tasks can you release to another team member, assistant, volunteer?
- Q. How can you creatively get these done?
- Q. What drains your energy or is an area of weakness? How can you efficiently accomplish these tasks while consuming as little headspace / energy as possible?

URGENT

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Worksheet

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