**How to Use the Eisenhower Matrix When Every Task is # 1**

The Eisenhower Matrix has 4 sections or quadrants, and each quadrant holds different tasks based on their urgency and importance. To use the matrix, you will divide your tasks into four quadrants as follow:

Quadrant 1: Urgent and important – tasks to be performed immediately.

Quadrant 2: Important, but not urgent – tasks to be scheduled for later.

Quadrant 3: Urgent, but not important – tasks that need to be done, but aren’t important. These can be delegated to someone else.

Quadrant 4: Neither urgent nor important – tasks that can be eliminated from your to-do list.

**Setting Priorities Using the Eisenhower Matrix**

|  |  |  |
| --- | --- | --- |
|  | Urgent | Not Urgent |
| Important | **Quadrant 1**  Do this First   * Family Health * Urgent Work for Clients * Tax Filing * Deadlines | **Quadrant 2**  Schedule   * Organizing * Exercising * Planning and Organizing * Household Chores |
| Not Important | **Quadrant 3**  Delegate   * Filling out Forms * Favors for Friends/Family * Technical discussions | **Quadrant 4**  Avoid/Reduce   * Entertainment * Click Bait Chasing * Social Media |

**The Eisenhower Matrix**

|  |  |  |
| --- | --- | --- |
|  | Urgent | Not Urgent |
| Important | **Quadrant 1** | **Quadrant 2** |
| Not Important | **Quadrant 3** | **Quadrant 4** |