**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
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**The Eisenhower Matrix**

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