



The Eisenhower matrix

Definition:

The Eisenhower matrix is an analytical tool to classify tasks to do based on their emergency and their importance.

This matrix is a two-way table:

- Vertical axis: Importance of tasks
- Horizontal axis: Emergency of tasks

Importance:

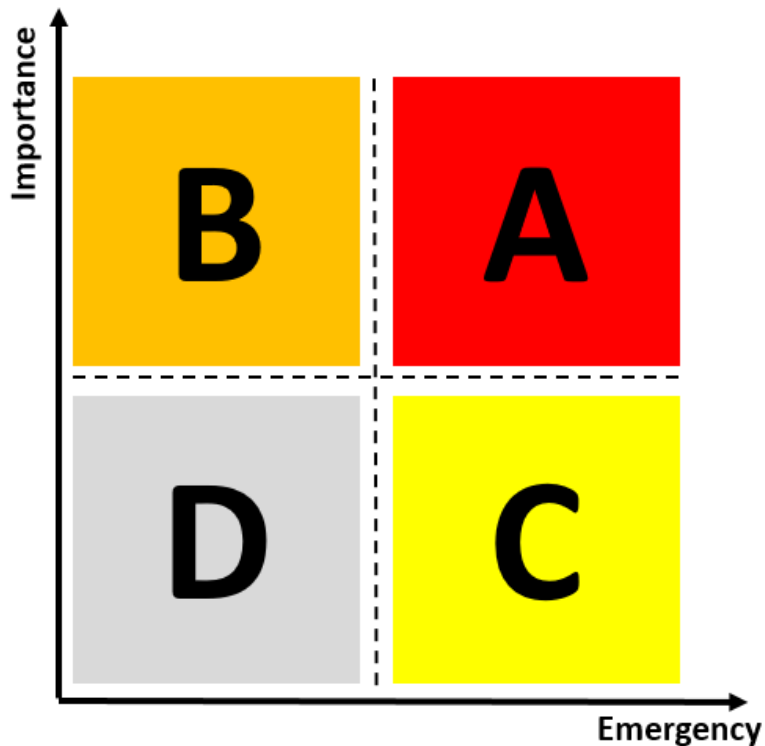
- Impact on the goals
- Added value that brings its realization

Emergency:

- Based on the required time and the deadline

Key points:

- Prioritize importance more than emergency.
- Separate the importance of unimportant



A : Important and urgent task

Must be executed priority and itself.

B : Important and non urgent task

Must be planned to run itself, but may be delegated.

C : Non important and urgent task

Must be delegated quickly if possible.

D : Non important and non urgent task

Must be leaved besides.