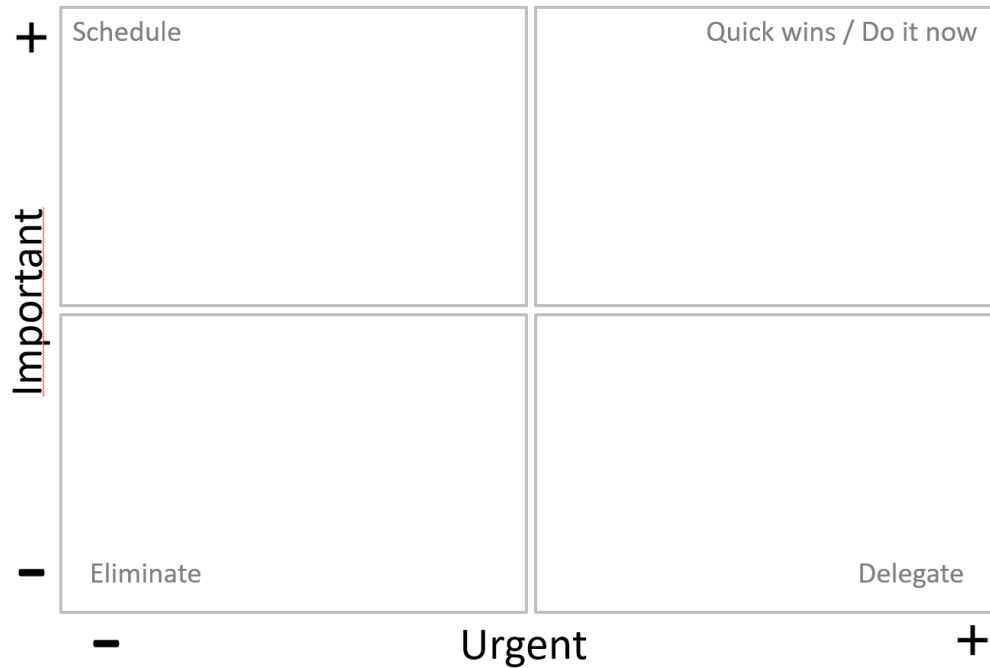




Eisenhower Matrix *V2023*



Get **FOCUS** with the Eisenhower Matrix!



The **Eisenhower Matrix** is your **secret weapon** to supercharge productivity and keep procrastination at bay.

It's like your personal assistant that helps you to sort tasks into 'important', 'urgent', 'not important', and 'not urgent' categories.

It makes sure you focus on what really matters.



Step-by-step guide Eisenhower Matrix

Here's a simple 5-steps guide on how to use the Eisenhower Matrix

1. Jot down your tasks

Write down everything you have to do. Yes, everything! From replying to that email to planning your next big project.

2. Assign categories

Now, assign each task to one of the four quadrants. 'Do it Now' for important *and* urgent tasks. 'Schedule' for important but not urgent tasks. 'Delegate' for urgent but not important tasks. And 'Eliminate' for tasks that are neither urgent nor important.

3. Prioritize

Start with the 'Do it Now' quadrant. These are your top priority tasks. Then, plan time to work on the 'Schedule' quadrant tasks.

4. Delegate and Eliminate

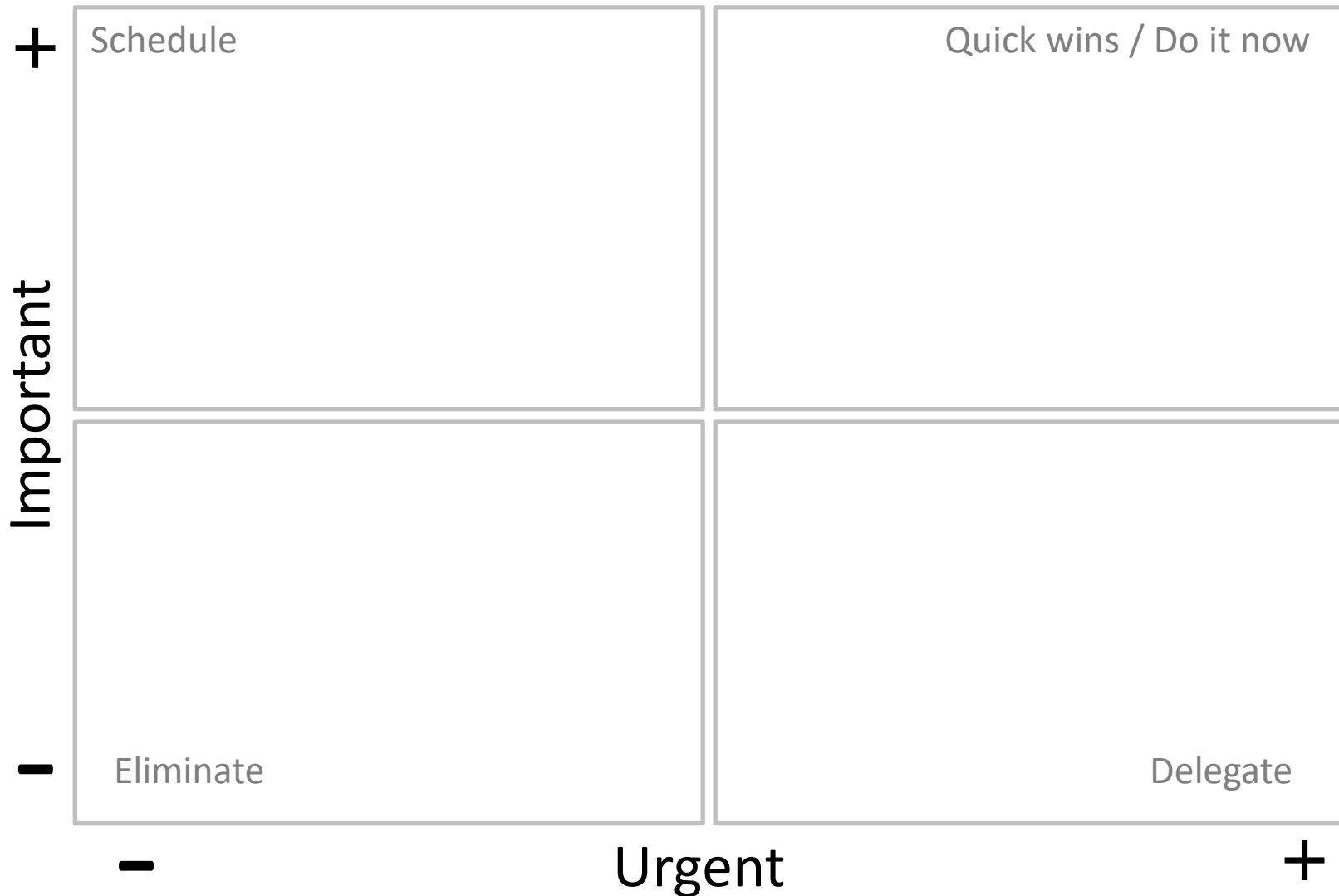
Look at the tasks in the 'Delegate' quadrant. Who can help you with these? For the 'Eliminate' quadrant, decide if these tasks really need to be done. If not, it's time to say goodbye.

5. Review and Adapt

The Eisenhower Matrix isn't a set-it-and-forget-it tool. Regularly review and adjust your tasks as things change.



Template Eisenhower Matrix



Consulting Methodenkoffer

In meinem Consulting-Methodenkoffer habe ich eine Menge Tools, die ich gerne benutze. Mein Top 5 finden Sie hier (gratis als PDF):



[Sales Excellence Canvas](#)



[Persona-Entwicklung](#)



[SWOT-Analyse](#)



[Eisenhower Matrix](#)



[Marketing Mix / 4P-Matrix](#)



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