



— TEMPLATE —

The Eisenhower Matrix (The Manager's Week)

Manager Practice

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TEMPLATE

The Eisenhower Matrix (The Manager's Week)

PURPOSE

"What is important is seldom urgent, and what is urgent is seldom important." The Eisenhower Matrix sorts every task on two axes — how important is it (does it actually affect the health of the community or the safety of people) and how urgent is it (does the clock genuinely care) — and four quadrants fall out. The trap of this job is that Quadrant III screams the loudest and so eats the day, while Quadrant II — the one that actually determines whether your community thrives — sits silently until it becomes the most urgent and expensive crisis you have. Discipline is the daily, unglamorous act of feeding the quiet quadrant before the loud one. Adapted from Chapter 1, "The Job Nobody Described to You," of *The Career Association Manager* (FOAM Book 1), published by Quorum Press.

HOW TO USE

- 01 Empty the inbox, the voicemail, and your head onto this sheet.
- 02 Handle Quadrant I immediately; there is nothing to decide.
- 03 Calendar-block every Quadrant II item before the week fills.
- 04 Route each Quadrant III item to a person, a template, or a time-box.
- 05 Cross out Quadrant IV without guilt.

SECTION 01

Quadrant I: Important And Urgent (Do It Now)

The burst pipe, the insurance-renewal deadline, the safety issue. These get handled the moment they appear.

- 01 _____
- 02 _____
- 03 _____

SECTION 02

Quadrant II: Important, Not Urgent (Schedule It)

The reserve plan, the vendor relationships, the documentation, your own learning. This is the quadrant that builds careers — and the quadrant noise steals from first. Protect it on the calendar

or it never happens.

Item

Calendar block (day and time)

Item

Calendar block (day and time)

Item

Calendar block (day and time)

SECTION 03

Quadrant III: Urgent, Not Important (Delegate It)

Most of the inbox — interruptions that feel like emergencies because someone else is anxious. Hand it off, automate it, or give it a scheduled slot instead of your whole afternoon.

Task

Delegate to / template / time-box

Task

Delegate to / template / time-box

Task

Delegate to / template / time-box

SECTION 04

Quadrant IV: Neither (Drop It)

The busywork that feels like progress. Kill it without guilt.

01 _____

02 _____

This worksheet is an educational resource for professional practice. It does not constitute legal, accounting, or medical advice.