Growth Performance

PRIORITISATION TOOL

Eisenhower Priority Matrix

Sort every task into the right quadrant based on two questions: Is it urgent? Is it important? The quadrant determines your action, not the person asking, not the volume of requests, and not the order things arrived.

How to use this matrix: Write every open task or commitment you are holding in the appropriate quadrant below. Urgent means it needs attention soon. Important means it contributes meaningfully to your goals, your team, or your key responsibilities. Most things that feel urgent are not important. When all quadrants are complete, your Do First list becomes today's plan. Schedule your Q2 items before Q3 requests fill that time.

← NOT URGENT URGENT →

Q1: DO FIRST

Urgent + Important

Crisis, deadlines, problems with real consequences. Do these today.

Q2: SCHEDULE

Not Urgent + Important

Strategy, development, relationships, planning. Block time for these before Q3 fills it.

Q3: DELEGATE

Urgent + Not Important

Interruptions, some meetings, others' priorities. Delegate or defer these. They are not your highest use.

Q4: ELIMINATE

Not Urgent + Not Important

Busywork, time wasters, low-value habits. Stop doing these, or batch them to the end of the day if they must be done at all.

REFLECTION

WHAT PATTERN DO I NOTICE? (WHICH QUADRANT IS MOST FULL?)

WHAT AM I DOING IN Q3/Q4 THAT I SHOULD STOP, DELEGATE, OR BATCH?

WHAT Q2 WORK AM I CONSISTENTLY FAILING TO SCHEDULE? WHAT TIME WILL I PROTECT FOR IT THIS WEEK?

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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