



Managing the Urgent, Important, and Unnecessary

Presented for disABILITYsa
By Crystal Darby, Senior Business Advisor
UTSA Small Business Development Center



The Most Expensive Resource



The Eisenhower Matrix

The Eisenhower Matrix, also referred to as the Urgent-Important Matrix, helps you decide on and prioritize tasks by urgency and importance, sorting out less urgent and important tasks which you should either delegate or not do at all.



URGENT

IMPORTANT

The Eisenhower Matrix

	Urgent	Less Urgent
Important	1. Do First	2. Schedule
Less Important	3. Delegate	4. Don't Do

The Eisenhower Matrix

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Less Important	3. Delegate What's urgent, but less important, delegate to others.	4. Don't Do What's neither urgent nor important, don't do at all.

The Eisenhower Matrix

	Urgent	Less Urgent
Important	Plumbing leak Crying baby Some calls and texts	Unpacking clothes Some emails Exercise
Less Important	Unpacking books Some calls and texts Some emails	Facebook Watching TV Surfing the 'net

5 time management tips

1

Putting things to-do on a list frees your mind. But always question what is worth doing first.

5 time management tips

2

Try limiting yourself to no more than eight tasks per quadrant. Before adding another one, complete the most important one first.

Remember: It is not about collecting but finishing tasks.

5 time management tips

3

You should always maintain only one list for both business and private tasks. That way you will never be able to complain about not having done anything for your family or yourself at the end of the day.

5 time management tips

4

Do not let you or others distract you. Do not let others define your priority.

Plan in the morning, then work on your stuff. And in the end, enjoy the feeling of completion.

5 time management tips

5

Finally, try not to procrastinate that much, not even by over-managing your to-dos.

Questions?

Thank you!

