

Reflective Questions for your Eisenhower Matrix

<p>Quadrant 1 - Important and Urgent Ask Your Urgent Items a Few Questions</p> <ol style="list-style-type: none">1. What tasks are included?2. Do certain things always seem to end up on your important/urgent list?3. What is the time involved to complete each task?4. What is truly urgent and what can wait?5. Are there consequences?6. What items are in your control?7. Are there things that you can proactively do to keep items out of Quadrant 1?	<p>Quadrant 2 - Important and Not Urgent Personal and professional fulfillment</p> <ol style="list-style-type: none">1. Am I working on this task because it's important or am I doing so because it's merely urgent?2. Do the items I'm working on require advanced planning and thoughtful action?3. Am I focusing on tasks/activities that provide personal or professional growth?4. Have I invested time in planning to anticipate and prevent problems, avoid the "urgency" trap, and to do more of what's important to me?
<p>Quadrant 3 - Not Important and Urgent Do we share the same sense of urgency</p> <ol style="list-style-type: none">1. Do we share the same sense of urgency?2. Is this activity important to me?3. What tasks could some else help me with?4. Who or what might be of help with these tasks?	<p>Quadrant 4 - Not Important and Not Urgent How to Waste Time Well</p> <ol style="list-style-type: none">1. When are my Ultradian troughs during the workday?2. When are my most productive peaks during the workday?3. What activities can I do during my ultradian troughs that rejuvenate me?4. What are productive tasks I can complete during my Ultradian trough that does not require a lot of brain power?