

Eisenhower Matrix Worksheet

Week of Monday, _____

	URGENT	NOT URGENT
IMPORTANT	DO Do it now. <hr/> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	DECIDE Schedule a time to do it. <hr/> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
NOT IMPORTANT	DELEGATE Who can do it for you? <hr/> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	DELETE Eliminate it. <hr/> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

TYPE: Personal Goal = **PER** | Professional Goal = **PRO** | Organizational Goal = **ORG**
DURATION: Weekly Goal = **WK** | Quarterly Goal = **QTR** | 6-Month Goal = **SEMI** | Annual Goal = **ANN**

Short-Term Goals

- _____ - PER, WK
- _____ - PRO, WK
- _____ - ORG, WK

Medium-Term Goals

- _____ - PER, QTR
- _____ - PRO, QTR
- _____ - ORG, QTR

Long-Term Goals

- _____ - PER, ANN
- _____ - PRO, ANN
- _____ - ORG, ANN