

THE EISENHOWER MATRIX

URGENT

NOT URGENT

IMPORTANT

QUADRANT 1 - REDUCE

Deals with crisis management. Reduce time spent in this quadrant by doing more work in quadrant 2.

QUADRANT 2 - SCHEDULE

Involves future planning through strategic thinking. Requires initiative. Spend more time here.

**NOT
IMPORTANT**

QUADRANT 3 - DELEGATE

Empower team by assigning tasks in this quadrant. Enable your team to do independent decision making.

QUADRANT 4 - DECLUTTER

Eliminate tasks that do not align with Club's missions and goals. Learn to say no to them.