**EISENHOWER PRODUCTIVITY MATRIX**

**FOR TEACHERS**

Notes for Using This Template: Use this template to prioritize project tasks and determine which activities to tackle, delegate, or delete in order to make the most efficient use of your time. Blank template on page 2.

NOT URGENT

URGENT

NOT IMPORTANT

* Administrative tasks
* Photocopying
* School supply purchase
* Personal social media binging
* Cleaning storage room
* Clean up old emails

These are **pressing** tasks with negligible impact.

These are **trivial** tasks with minor urgency.

IMPORTANT

* Lesson planning
* Grading homework
* Disciplinary issues
* Parent teacher conference
* Connecting with colleagues
* Professional development
* Self-care

These are **vital** tasks with substantial urgency.

These are **critical** tasks with minimal urgency.

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URGENT

NOT URGENT

* …
* …

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* …
* …

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