A worked Eisenhower matrix

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The four combinations of importance and urgency prompt a decision rather than issuing a universal command. Important urgent work usually needs the next suitable time; important non-urgent work needs a planned place. An urgent low-value request may need clarification or an agreed alternative. Delegating requires a real agreement, not an automatic instruction from a table. Rest is not useless merely because it does not produce a work deliverable. The table contains original examples to show how the distinctions can be applied.

Fill the blank rows with your own examples.

Combination	Example	Decision
Important and urgent	Check an assignment due tomorrow	Use the next suitable block
Important, not urgent	Prepare an example for a future project	Reserve time in advance
Urgent, less important	Clarify a secondary request	Check the deadline and agree a response
Neither urgent nor needed	Re-sort files that are already usable	Remove the unnecessary action

Sources

- Missouri State University - Time Management Matrix
- Getting Things Done - official method
- Primary1954 speech transcript, American Presidency Project