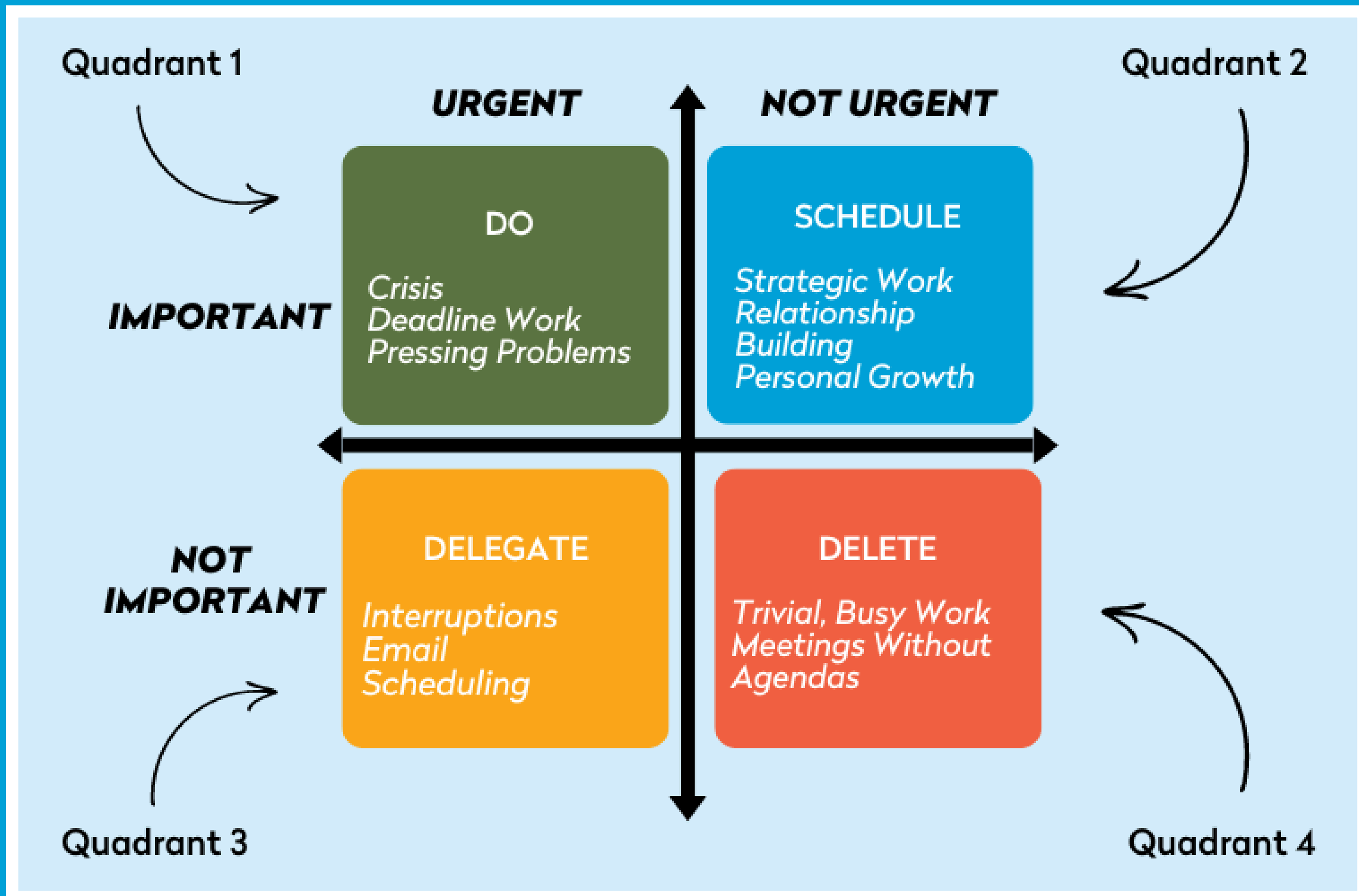


EISENHOWER MATRIX

GUIDING QUESTIONS FOR YOUR TEAM



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When is the important but not urgent work happening?

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What urgent and important activities take up most of your time?

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What activities that are not important and not urgent could we all agree to stop now?

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What urgent but unimportant activities take up our time when they pretend to be urgent and important?

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What boundaries can you establish to help each other recognize the difference between urgent and important and urgent and not important?