Taking Control of Your Time Worksheet (Eisenhower) Matrix

FARMSTRONG Scotland

	URGENT	NOT URGENT
IMPORTANT	Tasks with clear deadlines with significant consequences if not done **Do/say yes to these** *Write some down you are working on just now:*	Tasks with no set deadline that bring you closer to your goals and lead to efficiency **Schedule time to do these. They are valuable** *Write some down you are working on just now:*
NOT IMPORTANT	Tasks that need done, but don't need your expertise. They don't create value in your business **Delegate these** *Write some down you are working on just now:*	Tasks that distract you, but don't lead to any measurable value/business benefit **Eliminate/say no to these** *Write some down you are working on just now:*

Task: How do you Spend your Time?

Thinking about a 'normal' day, write down what tasks you spend your time on. Then consider if it adds value to the business, it's priority and if someone else could do the task for you (outsource it)?

Task	Does the task deliver value to the business?	Priority? (High/Med/Low)	Could someone else do the task for you?

Describe something you'd love to do, that you don't currently get time for.	Why is this important to you? What benefits would it bring you?	On a scale of 1-5 (5 highest) how important is it to you?
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From the list above, choose one thing you want to do, but struggle to have time for:

- Why you want to do it (the benefits it brings you)?
- What is preventing you from doing it now?
- What can you do to help yourself to do it?

You can write notes below...

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