Eisenhower Matrix

	Urgent	Not Urgent
Important	**DO**	**SCHEDULE**
Not Important	**DELEGATE**	**DELETE**

Implementing the Eisenhower Matrix: A Step-by-Step Guide

Here's how you can start applying this productivity-boosting tool in your daily routine:

Step 1: List Your Tasks

To begin with, jot down all the tasks you have on your plate. These could be tasks for the day, the week, or even for the entire month. This step is about getting a clear overview of everything that demands your time and attention. For an adult creator, this may look like this, film 3 new videos, schedule 5 days of Twitter promotional posts, create 3 tiktoks, reply to comments from followers, answer DMs from fans, grocery shop for the week, clean up my cam room, & open mail etc.

Step 2: Evaluate Your Tasks

After listing your tasks, it's time to evaluate each one based on two criteria - urgency and importance. Ask yourself: Does this task contribute significantly to my long-term goals (Important)? Does it require immediate attention (Urgent)?

Step 3: Assign Tasks to the Appropriate Quadrant

Once you've evaluated your tasks, assign each one to the relevant quadrant in the Eisenhower Matrix based on its urgency and importance. This will help you visualize your tasks and their respective priorities. For example, filming your 3 new videos may fall under urgent and important, because you need content for next week. While Twitter promo posts likely will fall under Important but not urgent, because you can schedule them or post them on the fly if you can't get to scheduling them.

Step 4: Take Action Based on the Assigned Quadrant

Now that your tasks are organized, it's time to take action. Here's how:

Do First: Start with the tasks in the 'Important and Urgent' quadrant. These should be your top priority and be done as soon as possible.

Schedule: Next, look at the 'Important but Not Urgent' tasks. These tasks should be scheduled for later. Decide when you'll do them and set a reminder.

Delegate: For the 'Not Important but Urgent' tasks, see if you can delegate them to someone else. If you can't delegate, decide whether they need to be done now or can be scheduled for later.

Delete or Eliminate: Lastly, consider eliminating tasks in the 'Not Important and Not Urgent' quadrant. If they don't contribute to your long-term goals and don't require immediate attention, they might not be worth your timer energy at all.

This quadrant is one that helps you to identify the value of the tasks you're doing. You may not find you have tasks that need deleting very often if you're a more naturally focused and productive person. But every now and then, they tend to sneak back in there. So use this quadrant to hold yourself accountable to your long-term goals by way of deleting or eliminating the tasks that aren't serving your future self.