EISENHOWER MATRIX CARD SORT

# Cut out the cards on pages 2-3. Sort the cards into where they belong on the mat below.

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|  | **Urgent** | **Not Urgent** |
| **Important** | Do | Decide |
| **Not Important** | Delegate | Delete |

|  |  |  |
| --- | --- | --- |
| Book report due Friday | Pictures needed  for school newspaper article | Half price burgers at McDonalds today |
| Study for ACT | Reading assignment for class | Band practice |
| Aunt invites you  to get pedicures | Math homework | Slides for group project |
| Pencil breaks | Computer battery low | Pick up supplies for poster |
| Choreograph  the next viral dance craze | Draw a map of territories  for World History class | Organize notes  for a unit test in Spanish |
| Go to the gym | Make a to-do list | Brainstorm ideas  for Science Fair |
| Pick up younger brother from school | Create an outline  for a group paper | Clean out backpack |
| Go to the library  to locate sources  for group project | Apply for scholarship | Write a letter  to your representative  about the condition  of local Roads |