

EISENHOWER MATRIX CARD SORT

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

	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



<p>Choreograph the next viral dance craze</p>	<p>Draw a map of territories for World History class</p>	<p>Organize notes for a unit test in Spanish</p>
<p>Go to the gym</p>	<p>Make a to-do list</p>	<p>Brainstorm ideas for Science Fair</p>
<p>Pick up younger brother from school</p>	<p>Create an outline for a group paper</p>	<p>Clean out backpack</p>
<p>Go to the library to locate sources for group project</p>	<p>Apply for scholarship</p>	<p>Write a letter to your representative about the condition of local Roads</p>

