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

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