

## **Answers to the Eisenhower Matrix Placement:**

1. Complete the financial report due tomorrow.

Quadrant 1 (Urgent and Important)

2. Schedule next week's team meetings.

Quadrant 2 (Not Urgent but Important)

3. Respond to an urgent email about a minor issue.

Quadrant 3 (Urgent but Not Important)

4. Plan a strategy for the upcoming project.

Quadrant 2 (Not Urgent but Important)

5. Attend a non-essential social media workshop.

Quadrant 4 (Not Urgent and Not Important)

6. Prepare the agenda for tomorrow's meeting.

Quadrant 1 (Urgent and Important)

7. Catch up on industry news.

Quadrant 2 (Not Urgent but Important)

8. Take a break to refresh.

Quadrant 2 (Not Urgent but Important)

9. Handle a client complaint that just came in.

Quadrant 1 (Urgent and Important)

10. Organize files and documents.

Quadrant 3 (Urgent but Not Important)

11. Prepare for an upcoming presentation due next month.

Quadrant 2 (Not Urgent but Important)

12. Answer routine phone calls and emails.

Quadrant 3 (Urgent but Not Important)

13. Review and sign off on a document requiring immediate attention.

Quadrant 1 (Urgent and Important)

14. Think of new ideas for office efficiency improvements.

Quadrant 2 (Not Urgent but Important)

15. Watch a funny video sent by a colleague.

Quadrant 4 (Not Urgent and Not Important)