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Time Management Using the Eisenhower Matrix

Experiment 5 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To sort tasks by urgency and importance and plan a realistic response.

Principle

Urgency concerns time pressure; importance concerns contribution to essential responsibilities or goals. The matrix is a planning aid, not a rule that every task can be delegated or ignored.

Requirements

- A list of six to ten real or fictional academic tasks.
- Four-quadrant worksheet and weekly calendar.

Procedure

1. List

Write concrete tasks and their actual deadlines rather than vague themes.

2. Assess importance

Identify the obligation or goal each task serves.

3. Assess urgency

Check whether action is time-critical and whether the deadline is real or assumed.

4. Place

Sort into important/urgent, important/not urgent, not important/urgent and neither.

5. Plan

Do or address essential urgent work; schedule important future work; consider delegation only where permitted; limit low-value distractions.

6. Review

Allow time for rest and unforeseen work. Reclassify after new information rather than keeping a rigid plan.

Mental Well-Being Stress and Conflict Management

Observations and Record

Quadrant	Task / reason	Planned action
Important + urgent	_____	_____
Important + not urgent	_____	_____
Not important + urgent	_____	_____
Neither	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A report due tomorrow may be important and urgent; revision for a later assessment may be important but not yet urgent. Scheduling revision early can prevent it becoming a last-minute crisis.

Result

Record completion, what you noticed and one practical next step. Personal reflections remain private unless you choose to share them; these classroom activities do not establish a diagnosis.

Precautions

- Participation and sharing of personal experiences are voluntary. Use a fictional example when preferred and keep others' information confidential.
- Stop or adapt an exercise that causes discomfort. Persistent or severe distress should be discussed with the appropriate qualified support service.
- Describe personal observations without claiming that one short exercise treats or cures a mental-health condition.

Viva Questions and Answers**1. Are urgency and importance identical?**

No. Some pressing tasks contribute little to essential goals.

2. Can a student delegate every urgent task?

No. Responsibility and permission determine what can be delegated.

3. Why review the plan?

Deadlines and priorities can change.

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