

Team Eisenhower matrix: private vote

Session: _____

Date: _____

Group (optional): _____

Score each item on your own. 0 = not at all, 10 = extremely. Don't confer until everyone has finished.

#	Item	Urgency (0-10)	Importance (0-10)	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Urgency 5 or more and importance 5 or more: do it first. Importance 5 or more only: schedule it. Urgency 5 or more only: delegate it. Neither: drop it.