

EISENHOWER BOX



DONALD AND BARBARA
ZUCKER SCHOOL of MEDICINE
AT HOFSTRA/NORTHWELL

FEELING OVERWHELMED?

Use an Eisenhower Box to triage your to do list. Think about any activity or task you need to get done, then see where it fits within the box.

Keep in mind :

What things do you do that you know are wasting your time?

What activities do you do that have resulted in progress toward your goals?

Do you have certain people or activities in your life that are negative? Positive? How do they contribute to your goals?

Try this exercise out for a few days and see how it feels. Once you get the hang of it, you'll probably be able to organize your tasks this way in your head.

Do not use this exercise as a way to procrastinate.

What is important?

Any activity that leads you to your goal.

What is urgent?

Any activity that demands your attention now or needs to be done today.

Plan of attack:

When attacking your lists, be sure to work in this order:

- 1.) Important/Urgent
- 2.) Important/Not Urgent
- 3.) Not Important/Urgent
- 4.) Not Important/Not Urgent

It is okay to say no to things you know are not important. Practice doing this!

Interested in more tips?

Make an appointment with The Office of Academic Success:

SomAcademicSuccess@Hofstra.edu

Important	Urgent	Not Urgent	Important
	<ul style="list-style-type: none"> • Attend PEARLS • Study today's LOs • Attend MHDI <p style="text-align: center;">DO IT</p>	<ul style="list-style-type: none"> • Gym • Call family • See significant other/friends • Check email <p style="text-align: center;">PLAN IT</p>	
Not Important	<ul style="list-style-type: none"> • Book flight for upcoming holiday • Make cupcakes for bake sale tomorrow <p style="text-align: center;">DELEGATE IT</p>	<ul style="list-style-type: none"> • Netflix • Facebook • Video games <p style="text-align: center;">DROP IT</p>	Not Important
	Urgent	Not Urgent	

TRY IT ON YOUR OWN!

Urgent

Not Urgent

Important

Important

Not Important

Not Important

Urgent

Not Urgent

