

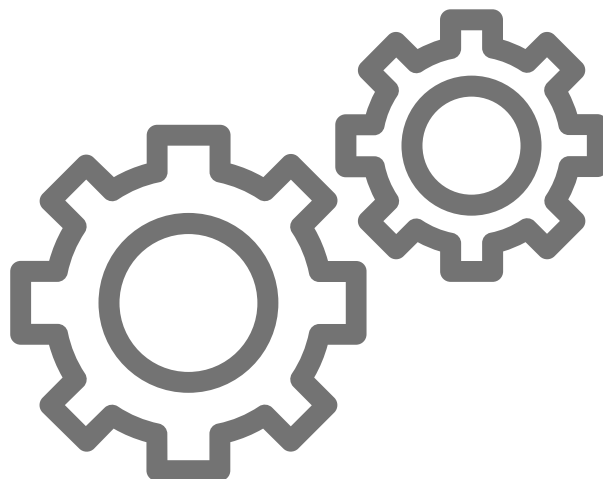
EISENHOWER MATRIX

BY CAOS ROBOTICS

Introduction: The Eisenhower Matrix is a 2x2 matrix that categorizes tasks based on their *importance* and *urgency*. Each of the four combinations created by this matrix represents tasks that should be planed, delegated, deleted, or done immediately.

Refer to the example matrix used by our team:

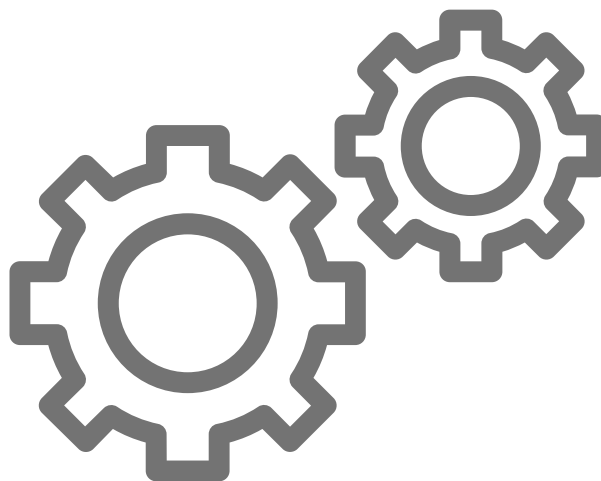
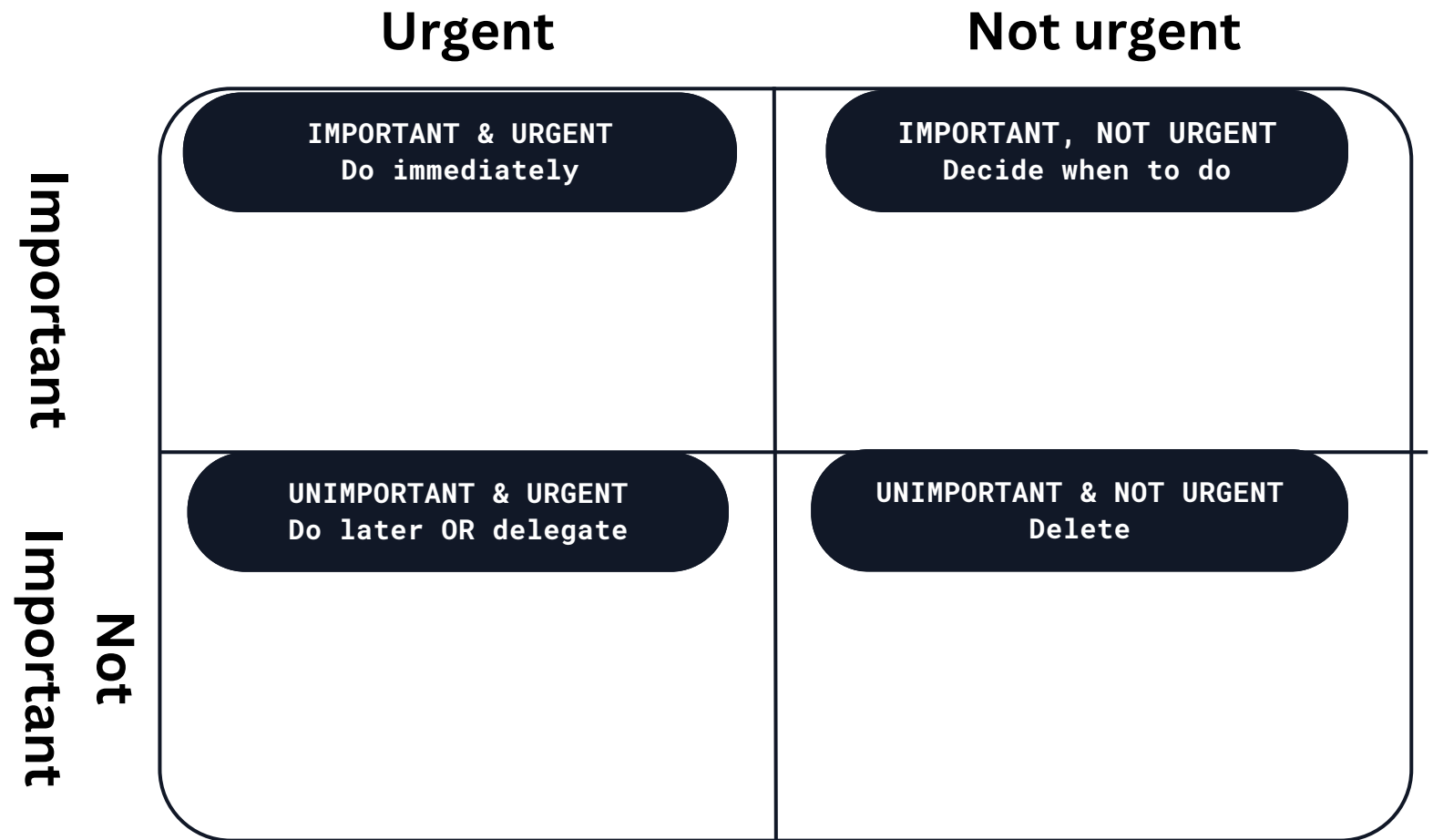
		Urgent	Not urgent
Important	Important	IMPORTANT & URGENT Do immediately Fix Odometry Competitions were nearing, so this was <i>urgent</i>. It was also <i>important</i>, because in past competitions, our robot had been dormant during its autonomous period, and we wanted to prevent this from happening again.	IMPORTANT, NOT URGENT Decide when to do Mischa learns code This was <i>important</i>, since one of our senior programmers was going to graduate next year, but it was not as <i>urgent</i> as the odometry. This was why we planned to have it done during the meeting, but not as a primary goal
	Not Important	UNIMPORTANT & URGENT Do later OR delegate Clear field for Spring Dance It was <i>urgent</i>, because it was going to occur the next day, but it was not <i>important</i>; having a spring dance would not fix our odometry or increase our chances of winning FTC competitions. Hence, we DELEGATED the task to new and willing members.	UNIMPORTANT & NOT URGENT Delete Nothing here! With advanced planning and prioritization, you may not have anything here! However, life happens, and there may be a time when you encounter this. Tasks that are distracting, irrelevant to the task at hand, or cause procrastination go here!



EISENHOWER MATRIX: YOUR TURN!

BY CAOS ROBOTICS

Now it is your turn! Use the matrix below to plan and prioritize your own goals for today!



EISENHOWER MATRIX: REFLECTION

BY CAOS ROBOTICS

How did it go? Use the reflection prompts below to evaluate your workflow:

Were you able to complete all your "Urgent & Important" goals?
Why or why not?

Were there any tasks you had to delegate, delay, or delete? If so, why did you do this? Were you ever distracted by these goals?

Do you think you were more productive, less productive, or the same level of productivity with the Eisenhower matrix? Why? Would you use the matrix again?

