

Time Management: Eisenhower Matrix and ABC Method

A. Opening Question

Have you ever felt like there's just not enough time to complete your work and do all the things you want to do? What do you do when you have tasks that you need to accomplish?

B. Time Management: Eisenhower Matrix

1. [Eisenhower Matrix](#) Video

2. Directions: Create a list of everything you are responsible for: classes, homework, assignments, projects, jobs, clubs, activities, sports, chores, etc.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

2. Directions: Carefully consider the importance and urgency of each item listed above. Type or copy and paste each task into one of the quadrants. Share with a classmate after you've finished.

	Urgent	Less Urgent
Important	Quadrant 1	Quadrant 2
Less Important	Quadrant 3	Quadrant 4

C. Time Management: Time Blocking

1. Directions: Fill in the weekly planner based on your prioritized lists. Also, schedule in flexible time (homework, study time, personal time, etc.). After you complete the weekly schedule, begin adding long-term items to a monthly calendar (projects, tests, events).

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 8:55					
9:00 – 10:30					
10:35- 12:30					
12:35-2:00					
2:00-4:00					
4:00-5:00					
5:00-6:00					
6:00-7:00					
7:00-8:00					
8:00-9:00					

	Saturday	Sunday
9:00 – 10:00		
10:00 – 11:00		
11:00- 12:00		
12:00-1:00		
1:00-2:00		
2:00-3:00		
3:00-4:00		
4:00-5:00		
5:00-6:00		
6:00-7:00		
7:00-8:00		
8:00-9:00		

Monthly Calendar

Schedule events, tasks, and obligations based on their priority.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

D. ABCDE Method

1. [How to Prioritize Tasks at Work | ABCDE Prioritization Technique Video](#)

E. Reflection and Discussion Questions

1. How do you feel about having your schedule written down? What's one change you'll make after seeing your schedule laid out?

E. Extension Activities/Additional Resources

Goal Setting: Write goals for this year. For each goal, include: 1) why this goal matters; 2) action steps you will take to achieve it; and 3) potential obstacles and how you will overcome them.

Goal #1:

Goal #2:

Goal #3:

Additional Resources

[8 Time Management Tips for Students \(Harvard Website\)](#)

[Time Management Tips \(How to use an ABC List\)](#)

[Iowa State ABC Method Template](#)