EISENHOWER MATRIX CARD SORT

# Cut out the cards on pages 2-3. Sort the cards into where they belong on the mat below.

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|  | **Urgent** | **Not Urgent** |
| **Important**  | Do | Decide |
| **Not Important**  | Delegate | Delete |

|  |  |  |
| --- | --- | --- |
| Book report due Friday | Pictures needed for school newspaper article | Half price burgers at McDonalds today |
| Study for ACT | Reading assignment for class | Band practice |
| Aunt invites you to get pedicures | Math homework | Slides for group project |
| Pencil breaks | Computer battery low | Pick up supplies for poster |
| Choreograph the next viral dance craze | Draw a map of territories for World History class | Organize notes for a unit test in Spanish |
| Go to the gym | Make a to-do list | Brainstorm ideas for Science Fair |
| Pick up younger brother from school | Create an outline for a group paper | Clean out backpack |
| Go to the library to locate sources for group project | Apply for scholarship | Write a letter to your representative about the condition of local Roads |