

HOLLYWOOD SCREENREADERS

Coaches & Consultants

EISENHOWER'S BOX

This is a fantastic tool created by former President Eisenhower and it still holds up!

STEP ONE: Write down all of your tasks. Don't think too hard about it. Write down everything you can think of. Just let the ideas come with a "stream of consciousness" style of writing. Write down tasks until you can't think of any more.

STEP TWO: Organize your tasks into the four categories below:

1. Tasks that are both urgent and important
2. Tasks that are urgent but not important
3. Tasks that are important but not urgent
4. Tasks that are neither urgent nor important

STEP THREE: Tackle your tasks by:

1. Deleting the tasks that are not important or urgent
2. Delegating the tasks that are urgent but not important
3. Scheduling the tasks that are important but not urgent
4. Doing the tasks that are both urgent and important

