**[A green sign with white text

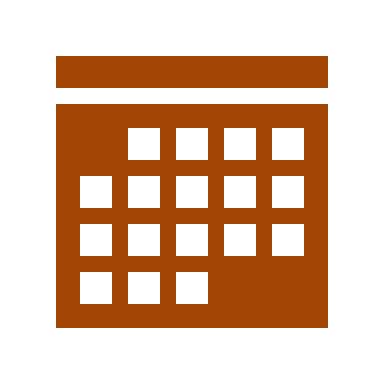
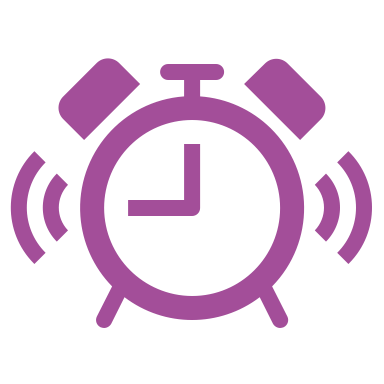
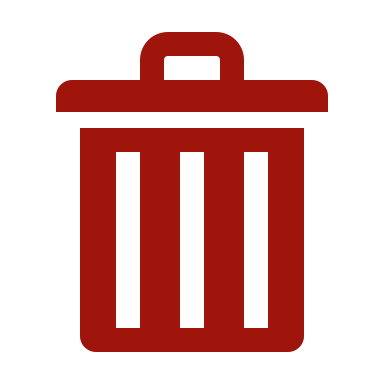
Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11797&utm_source=integrated-content&utm_campaign=/content/eisenhower-matrix-method&utm_medium=Eisenhower+Productivity+Matrix+Template+for+Project+Management+doc+11797&lpa=Eisenhower+Productivity+Matrix+Template+for+Project+Management+doc+11797)EISENHOWER PRODUCTIVITY MATRIX**

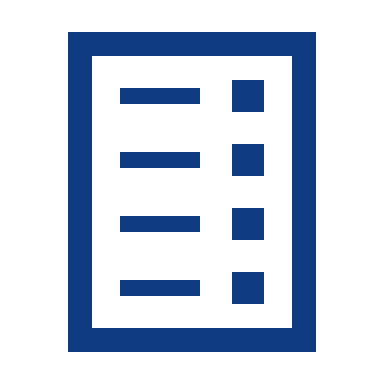
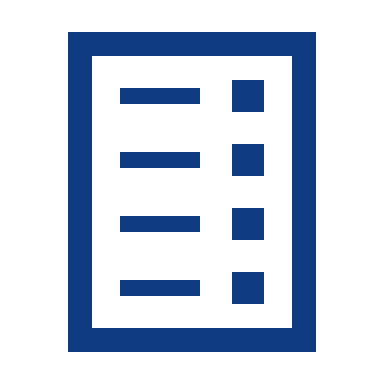
**FOR PROJECT MANAGEMENT**

Notes for Using This Template: Use this template to prioritize project tasks and determine which activities to tackle, delegate, or delete in order to make the most efficient use of your time. Blank template on page 2.

URGENT

NOT URGENT

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* Critical milestones
* Deliverables
* Address project risks
* Non-critical administrative tasks
* Minor changes
* Low-priority scope additions
* Activities that don't contribute significantly to project goals
* Long term planning
* Resource allocation
* Stakeholder management
* Proactive risk management

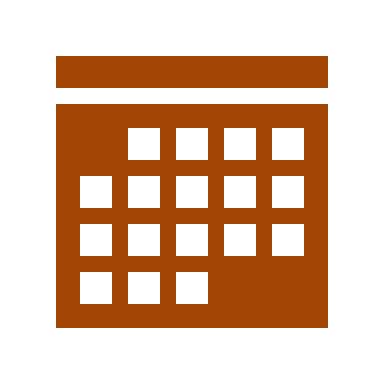
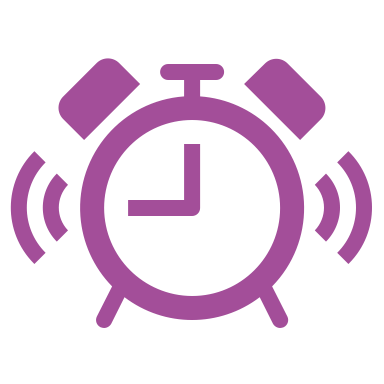
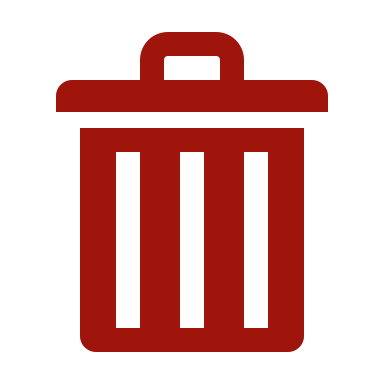
NOT IMPORTANT

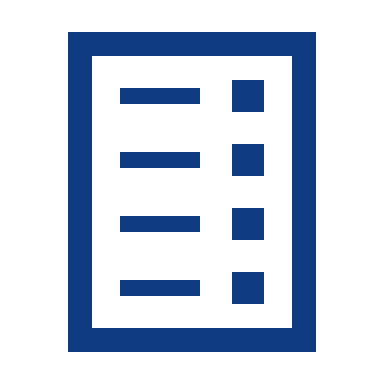
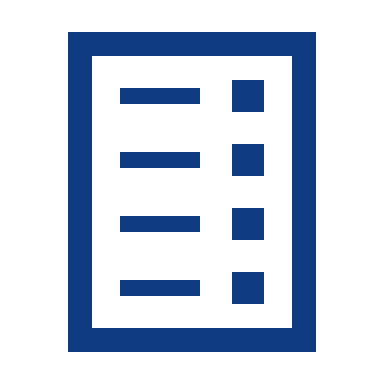
IMPORTANT

EISENHOWER PRODUCTIVITY MATRIX

URGENT

NOT URGENT

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* …
* …
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NOT IMPORTANT

IMPORTANT

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