

Eisenhower Matrix



Necessary

Tasks that are time-sensitive and add value, such as finishing a project

Developmental

Tasks that aren't time-sensitive but do add value, such as strategic planning

Deceptive

Tasks that are time-sensitive but don't add value, such as answering unimportant emails

Wasteful

Tasks that aren't time-sensitive and don't add value, such as watching television at the expense of sleep