

**PROMPT WO-082**

Prioritise Tasks Using the Eisenhower Matrix

Purpose

Use this prompt to organise tasks based on importance and urgency. It helps identify what needs immediate attention, what should be scheduled, delegated, or removed, allowing Builders to focus their time and energy on activities that create the greatest impact.

DIFFICULTY **Beginner****TIME SAVED** **15–30 min****BEST FOR****Task Prioritisation**

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Productivity Coach and Time Management Specialist.

Help me prioritise my tasks using the Eisenhower Matrix.

My Tasks:

[Insert complete task list]

My Goals:

[List my main goals]

My Deadlines:

[List deadlines]

My Responsibilities:

[Work, business, family, personal commitments]

Available Time:

[Explain how much time I have available]



Challenges:

[Overwhelm, distractions, too many priorities, lack of time]

Please:

- Categorise every task using the Eisenhower Matrix:

1. Important and Urgent:

Do immediately.

2. Important but Not Urgent:

Schedule and plan.

3. Urgent but Not Important:

Delegate, automate or reduce.

4. Not Important and Not Urgent:

Remove or postpone.

- Explain why each task belongs in each category.
- Recommend the best order to complete tasks.
- Identify the tasks that will create the biggest impact.
- Suggest what I should stop doing.
- Create an action plan for today and this week.

Return only the completed productivity analysis.



Example

INPUT

Tasks:

- Reply to customer emails.
- Update website.
- Learn a new skill.
- Organise old files.
- Create social media content.
- Attend meetings.
- Research competitors.

Goals: Build business, improve skills, manage workload.



● **QUADRANT 1 — IMPORTANT & URGENT**

Reply to customer emails

Why: Customer communication affects relationships and requires timely action.

Action: Complete today.

Attend scheduled meetings

Why: Existing commitments require attendance.

Action: Complete as planned.

● **QUADRANT 2 — IMPORTANT & NOT URGENT**

Update Website

Why: Supports long-term growth but may not require immediate action.

Action: Schedule focused time this week.

Learn a New Skill

Why: Creates future opportunities and improves capability.

Action: Protect regular learning time.

Create Social Media Content

Why: Builds long-term audience growth.

Action: Create a content batching session.

● **QUADRANT 3 — URGENT BUT LESS IMPORTANT**

Organise Old Files

Why: May feel productive but does not directly move key goals forward.

Action: Complete only if time allows or automate.

● **QUADRANT 4 — NOT IMPORTANT & NOT URGENT**

Low-value research or unnecessary tasks

Why: Can consume time without creating meaningful progress.

Action: Remove or postpone.

RECOMMENDED PRIORITY ORDER

Today

1. Complete urgent customer commitments.



2. Protect time for one important growth activity.
3. Review tomorrow's priorities.

This Week

1. Website improvement.
2. Content creation.
3. Skill development.
4. Process improvements.

 **Builder's Tip:** *Busy people often focus on urgent tasks. Successful people protect time for important tasks. The biggest progress usually comes from Quadrant 2: the things that don't demand your attention today, but build your future tomorrow.*

Related Prompts

- WO-081 – Create a Daily Productivity Plan
- WO-083 – Create a Weekly Schedule
- WO-084 – Improve Workflows
- WO-089 – Set SMART Goals

Tags

PRODUCTIVITY

TIME
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PRIORITIES

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