

Planning Matrix

When you feel overwhelmed in life it is important to take pause, step back, and breathe. Even the most complicated issues have a solution so it's just a matter of clearing your mind and breaking the task, or tasks, down into bite-sized pieces.

The Eisenhower Decision Making Matrix is a great way to alleviate your pressures:

1. It helps to feel more in control – rather than your tasks floating around in abstract form in your mind, writing things down makes them concrete, which makes them achievable.
2. It prioritises the things that you need to get done – instead of spending your time on things that don't need to be done, you know that the time spent is proportionate to the level of urgency/importance.

This template offers a few different structures of the matrix however it can be adjusted to fit your needs if the proposed actions are inappropriate. Some of the more common categories that you may group your tasks into are:

Important/Urgent > Not important/Urgent > Important/Urgent > Not important/Not urgent

- Day of the week – Today > tomorrow > later in the week > next week
- General planning – Do it > delegate it > plan it > delete it
- The order of completion – First > second > third > fourth
- Time allocated to the task – More time > less time (x2) > minimal time
- Handling a social situation – Address it immediately > coping strategy > address it later > 'Teflon' it
- Addressing behaviours aimed towards you – 'Stop it' > teach/encourage it > model it > ignore it

