



Connecting Actions to Goals

WITH THE EISENHOWER MATRIX

Hello, Predictable Success Leader!

In the Predictable Success Leadership Center, we are thrilled to help you leverage your leadership strengths and overcome the leadership challenges you face every day.

Everything in the Predictable Success Leadership Center is designed to move YOU forward into Predictable Success — in and out of the office; personally and professionally — throughout the entire year.

This worksheet provides a visual guide for using a decision-making matrix, often called the Eisenhower Matrix, to focus on what's important (not merely urgent), and to lay out the action steps for completing the tasks that truly require your time and energy.

This matrix is a critical piece of connecting actions to your goals, and can also provide you with a process for making choices that lead to meaningful change.

You may enter your answers electronically inside the worksheet, or print the page out to write in your actions by hand.

If you have questions, please feel free to direct them to the **PSLC community** or email our team at **community@predictablesuccess.com**.



The
 **PREDICTABLE
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Leadership Center
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URGENT

NOT URGENT

DO

DECIDE

IMPORTANT

Empty box for 'DO' (Urgent/Important)

Empty box for 'DECIDE' (Not Urgent/Important)

DELEGATE

DELETE

NOT IMPORTANT

Empty box for 'DELEGATE' (Urgent/Not Important)

Empty box for 'DELETE' (Not Urgent/Not Important)