

THE EISENHOWER DECISION MATRIX

The Eisenhower Matrix is a great tool to use with clients to help them decide on and prioritize tasks by importance and urgency. It helps them consider which of their activities are important and which are distractions.



1. Important and Urgent

There are two definite types of urgent and important activities: those you couldn't have anticipated, and those that you have left until the last minute. You can eliminate last-minute activities by planning ahead and avoiding unnecessary procrastination. If you have lots of urgent and important tasks, highlight which ones you could have foreseen, and consider how you could schedule similar activities ahead of time, so that they don't become urgent.

2. Important, but Not Urgent

These are the activities that help you to achieve your primary, long-term personal and professional goals and complete the tasks you perceive most important in life. Make sure you allow time to complete these activities thoroughly so that they don't become urgent. Allow enough time in your schedule to deal with unforeseen problems and last minute crises: this will maximise your likelihood of staying on track, and help avoid the stress of your to-do list becoming more urgent than necessary.

3. Not Important, but Urgent

Urgent but not important activities are the thorn in your side which prevent you from fulfilling your primary life goals and vision. Consider whether you can reschedule the urgent activities or pass them onto someone else?

Urgent activities usually come about when dealing with other people - sometimes it's a good thing to have the word 'no' in your vocabulary! Alternatively, try to have specified time slots available for others, so that they understand they can have your time when it's appropriate for you.

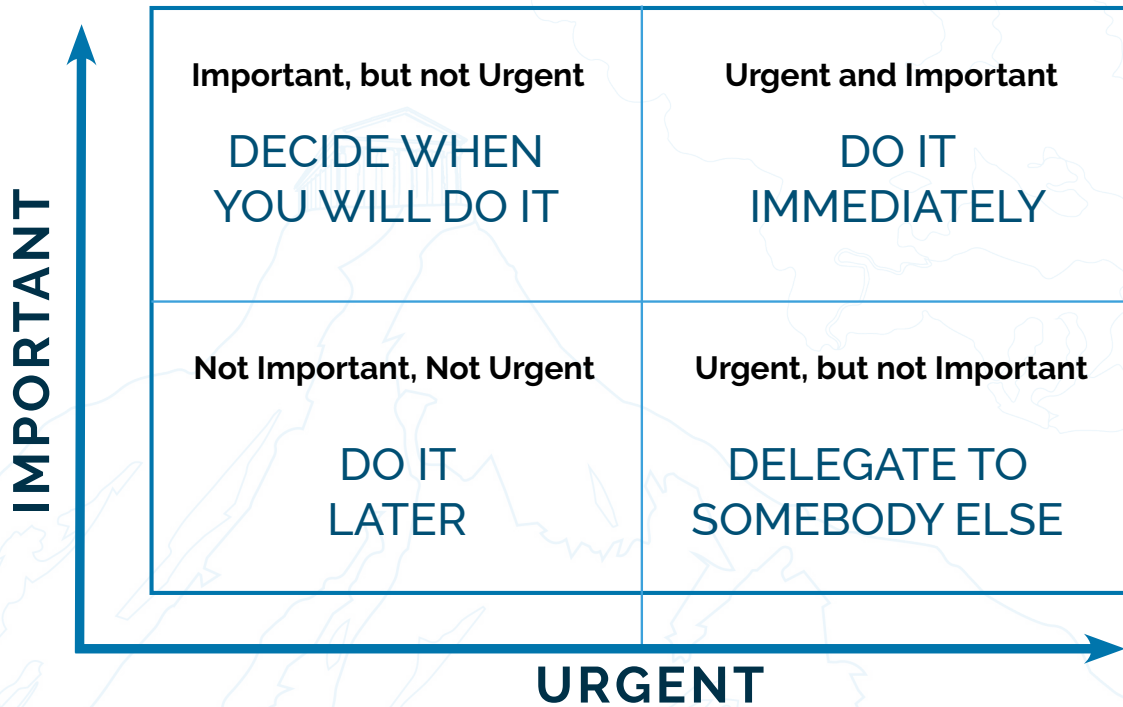
4. Not Important and Not Urgent

These activities are just a distraction and must be avoided whenever possible! You can ignore or cancel a lot of them. However, some of these may be activities that other people want you to do, even though they don't contribute to your own goals and desired life outcomes. Again, say "no" politely where possible, and explain why you can't do it. If people see that you are clear about your objectives and your own personal boundaries, they will avoid asking you to do 'unimportant' activities in the future.



THE EISENHOWER MATRIX

1. PRIORITISE 2. ORGANISE AROUND PRIORITIES 3. DISCIPLINE YOURSELF



THE ECOLOGICAL GOAL SETTING MODEL

If the goals that people set are fundamentally selfish, they're not going to find any real degree of fulfilment from them even if they do go on to accomplish them. The following framework is something you can use as a life coach to challenge people's motives to help them set goals that will actually bring them a greater degree of fulfilment in life.

Good-Good	Good-Not Good
<p>Good-Good is the perspective where a person sets goals that are good for themselves which are fundamentally good for someone else too. These are healthy and balanced goals. Good-Good requires that they look beyond their own perspective and consider how others stand to benefit from the goals that they set. Good-Good acknowledges that there's power in partnership and encourages people to work together in a way where all parties stand to benefit. The wise person commits to goal setting that benefits everyone. They use discernment, wisdom and foresight to make wise choices.</p>	<p>Good-Not Good is the perspective and approach to goal setting where an individual sets goals that are good for themselves, but not good for anyone else. Many people take this approach to goal setting - it's competitive, selfish and considers solely what 'I' stand to gain, with little or no regard as to how this affects anyone else. Those who chose this approach to goal setting often fail to recognise how their actions and behaviours might be affecting other people. The wise person asks themselves the question, "is this goal good for me and other people?"</p>



THE EISENHOWER MATRIX

Wise Choices

Not Good-Good

Not Good-Good is the perspective where a person sets goals that are good for others but not good for themselves. Such individuals commit to serving others often at a huge cost to themselves. Being selfless can be a good thing but if it's detrimental to the progress that an individual is making, it's not wise. It's good to give, but at times it's also important to count the cost. The wise person commits to a balanced goal setting approach where they consider the needs of others, but also their own.

Not Good-Not Good

Not Good-Not Good is the perspective where an individual sets goals that demonstrate a complete lack of respect and regard for themselves or anyone else. People who choose this perspective often give no consideration as to how their actions and behaviours might be affecting others. They make reckless decisions which means they don't get ahead and the others in their life also don't get ahead. This approach serves no one. Others will find it difficult to take people who chose to live like this seriously.

