

# Eisenhower Box

MICHELLE KRASNY COACHING

Turn on some awesome music, grab a pad and a pen and write down your entire to-do list. Get everything, from “update my resume” to “talk to old college roommate” - every thought or worry or concern that is keeping you from feeling like you’re on top of your job hunt. Take as much time as you need.

When you feel like you’ve got most of it down, start to organize using the matrix. Is it **important** to where you want to get in your career (i.e. learn html? read thought piece on Medium?) or is there an **urgency** to it (i.e. respond to recruiter, or follow up on that informational interview)?

All done? Great!

Now, when to do what...

## **Urgent/ Important**

Do these things first

## **Important/ Not Urgent**

Schedule these for when they fit

## **Urgent/ Not Important**

Delegate to someone else, or to your weekend.evening self

## **Not Important/ Not Urgent**

These things should come off your to do list

**IMPORTANT**

**NOT IMPORTANT**

**URGENT**

**NOT URGENT**


Want more support in your job hunt?

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