

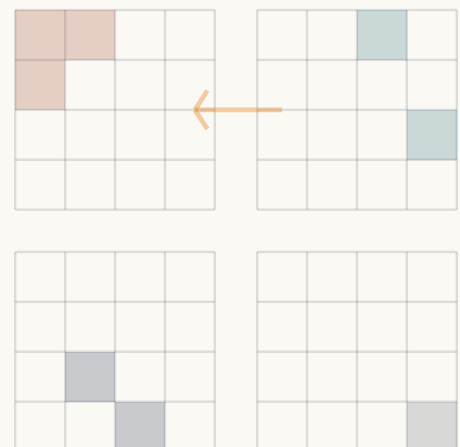


A FREE ARDENT WORKSHOP STARTER

Free Starter — Eisenhower Matrix

Sort your work by importance and due date — urgency worked out for you.

Free · no signup



Your free Eisenhower matrix

The Eisenhower matrix sorts your work by two questions: is it important, and is it urgent? In this starter you only answer the first one. You mark each task High or Low importance and give it a due date; urgency is worked out from the date (due within three days, or already overdue), so the four boxes re-sort themselves as the days pass once you clear the example's as-of date (step 4). Do the top-left box, book time for the top-right, hand off the bottom-left, and let the bottom-right go.

How to use it

- 1 Type your tasks.** Write over the fictional example in the YOUR TASKS list on the Matrix tab, one task per row, and clear the Task, Importance and Due date of any example row you don't reuse — never delete whole rows.
- 2 Set importance and a due date.** Importance is a High or Low dropdown. A task with no due date counts as not urgent.
- 3 Read the four boxes.** Each lists its tasks soonest due first. A date marked with ! has already passed.
- 4 Use today's date.** The example is dated to sort as designed. Clear the as-of date cell and the file uses today.

WHAT THE FULL PLANNER ADDS

This starter sorts one list. The full **Eisenhower Matrix & Delegation Planner** adds a **Delegation Log** with a person, a check-in date and an overdue follow-up list for every hand-off; a **Weekly Review** that shows what **moved in by its deadline**, what you finished and what you dropped; your **Do hours against your weekly capacity**; a **Dashboard** with an everything-is-urgent check; an **urgency window** you can change on a Setup tab; the Start Here guide; and a printable matrix pad. [Get the full Eisenhower Matrix & Delegation Planner >](#)

A planning tool, not HR or legal advice. The example tasks are fictional and illustrative.

A matrix that keeps itself current

You type what matters and when it is due; the file works out what is urgent today. The full planner carries that further: who is holding what, what its deadline pulled into Do this week, and whether your Do hours fit the time you have.

READY FOR THE FULL PLANNER?

The **Eisenhower Matrix & Delegation Planner** is yours to keep — no seats, no subscription.

See the full range at ardentworkshop.com.

Illustrative example data throughout. A planning tool, not HR or legal advice.

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