

The Eisenhower Matrix

WORKBOOK

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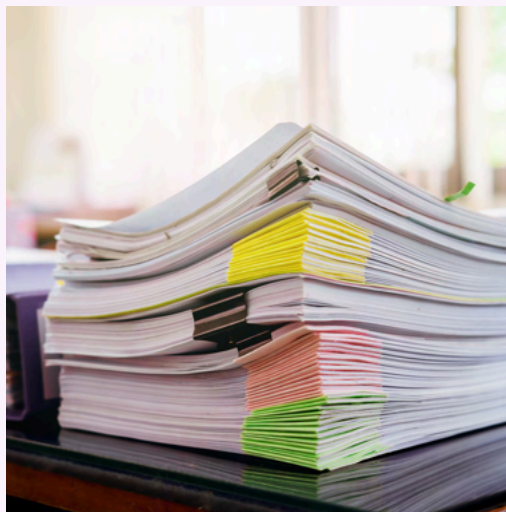
Welcome to your Eisenhower Matrix Workbook, a tool crafted to help you find clarity and calm amidst the overwhelm of daily life. If you've been feeling stuck, unsure of what to focus on, or drowning in the endless "shoulds" of your to-do list, this workbook is here to guide you gently back to what matters most.

We know how hard it can be to make decisions when Functional Freeze has you spinning your wheels or second-guessing yourself. That's why this workbook isn't about doing more. It's about doing what's right for you, one step at a time.

1. Sort through the chaos and confidently decide what deserves our time and energy
2. Create space for what truly matters, while letting go of what doesn't
3. Feel more in control of your day, with simple tools to make prioritizing easier
4. Build a sustainable system for moving forward, even when life feels overwhelming

HOW TO USE THIS WORKBOOK

1. Find a quiet moment to reflect and list everything on your mind.
2. Use the templates to sort your tasks into the four quadrants: Do First, Schedule, Delegate, and Don't Do.
3. Focus on one task at a time from the "Do First" quadrant to start building momentum.
4. Return to your matrix daily or weekly to adjust and plan ahead.
5. Use the reflection pages to track your progress, celebrate small wins, and make improvements.
6. Let this workbook be your companion when life feels overwhelming, guiding you to prioritize what truly matters.



WHAT IS THE EISENHOWER MATRIX?

The Eisenhower Matrix is a simple yet effective way to organize tasks and make decisions when life feels overwhelming. It was created by Dwight D. Eisenhower, the 34th President of the United States, who was known for his ability to manage complex responsibilities under immense pressure. At its heart, the matrix helps us distinguish between what is truly important and what only feels urgent, offering a clear framework to prioritize with intention.

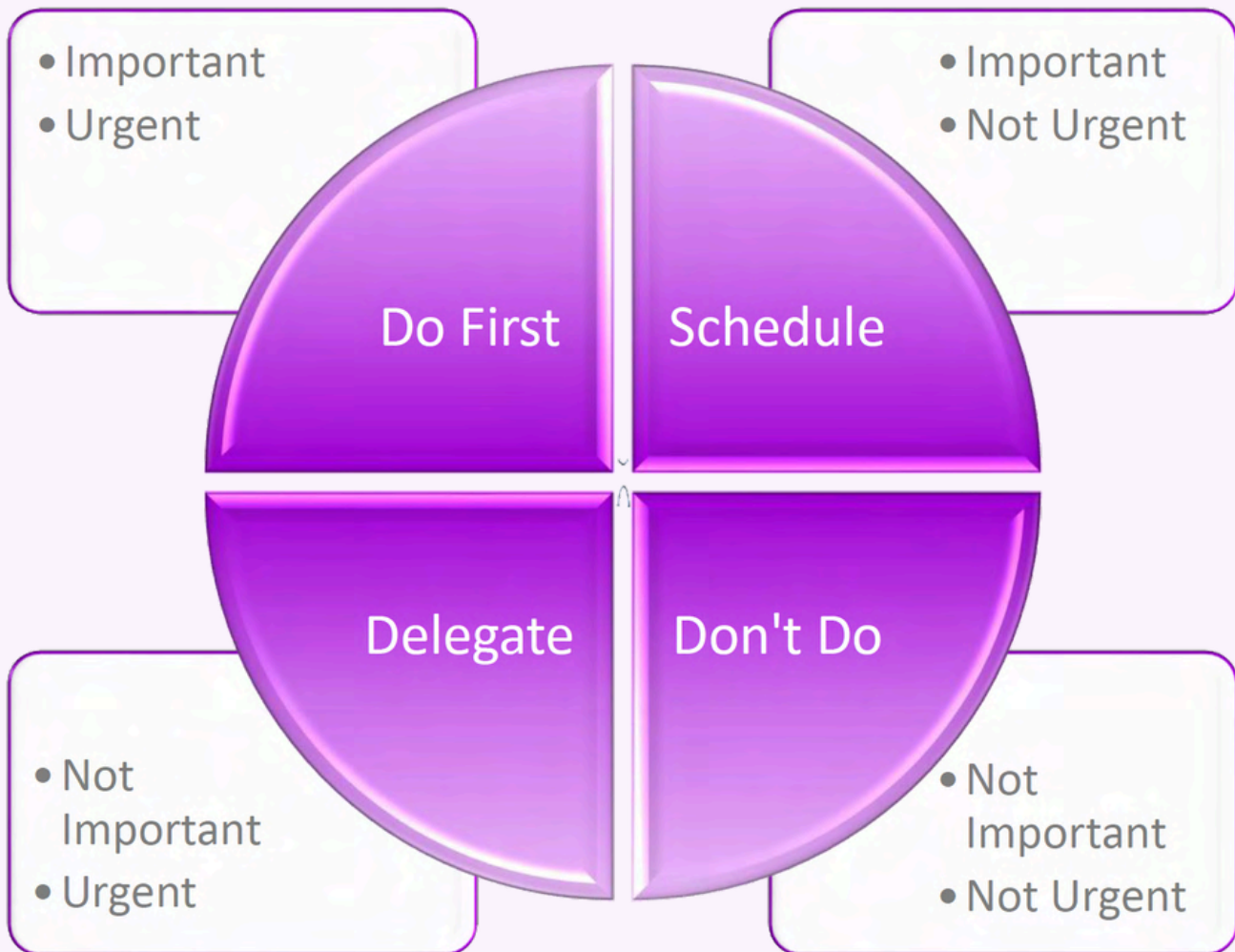
In the context of Functional Freeze, the Eisenhower Matrix becomes even more powerful. Functional Freeze often traps us in cycles of overthinking and paralysis, making every decision feel impossible. The clarity of the matrix provides a way to move forward by sorting tasks into four categories: urgent and important, important but not urgent, tasks you can delegate, and those you can let go of entirely.

This approach ties closely to the principles in *The Functional Freeze Formula*. When we are overwhelmed, our nervous system shifts into survival mode, draining the energy we need to make thoughtful choices. By using the Eisenhower Matrix, we create a structure that gently guides us out of this state. It helps us direct our limited energy toward tasks that truly matter while letting go of the mental clutter that keeps us stuck.

What makes the Eisenhower Matrix especially valuable is its ability to support long-term resilience. By working with this tool in your daily life, you begin to shift from reactive decision-making to a more intentional way of living. Over time, this practice not only reduces feelings of overwhelm but also strengthens your ability to adapt, prioritize, and stay aligned with your goals, even in high-pressure situations. It becomes a cornerstone for reclaiming your energy and building a life of balance and purpose.

By integrating the Eisenhower Matrix into your routine, you also create a powerful feedback loop for self-awareness. Each time you sort tasks, you're learning about your habits, your tendencies, and where your energy is being drained. This reflective process helps you recognize patterns that may contribute to Functional Freeze, such as overcommitting to others or undervaluing time for rest and recovery. As these insights grow, the matrix evolves into a guide for aligning your actions with your personal values and long-term wellbeing.

THE MATRIX



UNDERSTANDING THE CATEGORIES

The Eisenhower Matrix works by dividing your tasks into four categories based on their urgency and importance. Let's explore each quadrant and how it relates to Functional Freeze, with examples to help you see how this tool fits into your life.

DO FIRST

These are the tasks that require your immediate attention. They're both time-sensitive and critical to your goals or well-being. In Functional Freeze, it can be hard to identify what's urgent because everything feels overwhelming. This quadrant helps you focus on what truly matters right now.

SCHEDULE

These tasks are important for your long-term goals or personal growth but don't require immediate action. Scheduling them ensures they don't fall through the cracks when you're stuck in survival mode.

DELEGATE

These are tasks that someone else can handle. When you're in Functional Freeze, delegating can feel impossible because you think you have to do everything yourself. Freeing yourself from this mindset is key to conserving your energy for what matters.

DON'T DO

These tasks are distractions that drain your time and energy without adding value. In Functional Freeze, it's tempting to focus on these because they're easy or comforting, but they keep you stuck. Recognizing and letting go of these tasks creates space for what's important.

EXAMPLES

Here are two examples for each quadrant to help you see how the matrix can be applied in real-life situations, especially when navigating Functional Freeze.

DO FIRST

- Paying an overdue bill to avoid losing utilities.
- Preparing for an important work deadline to maintain job security.
- Grocery shopping to ensure your family has healthy meals for the week.
- Taking a short walk to meet an immediate self-care need, so you don't run on empty.

SCHEDULE

- Booking a dentist appointment for a cleaning, to maintain dental health.
- Planning a family budget for the month to reduce financial stress.
- Setting aside time to meal prep for the week.
- Scheduling a yoga class or journaling session to build a regular self-care routine.

DELEGATE

- Coordinating with another parent to carpool for after-school activities.
- Batch cook for the week and get help from your partner and kids.
- Delegate parts of a team project that match others' strengths
- Signing up for free grocery delivery services, saving time without additional cost

DON'T DO

- Responding to non-urgent messages instead of working on planned tasks.
- Volunteering for school events when others can step in.
- Resolving family issues they could handle themselves.
- Accepting invitations when you need the time to focus on your own well-being or immediate responsibilities.

HOW TO USE THE EISENHOWER MATRIX

The Eisenhower Matrix is most helpful when life feels like it's moving too fast, and every decision feels like too much. It offers a clear and simple way to focus on what truly matters, especially when Functional Freeze has left you spinning your wheels or stuck in place. Here's how to make it work for you:

Step 1: Write It All Down

Start by listing everything that's on your mind, tasks, errands, commitments, anything you feel you need to do. Don't worry about sorting or judging them yet. Just get it all out of your head and onto paper.

Step 2: Sort Into Quadrants

Now, go through your list and place each task in one of the four quadrants of the Eisenhower Matrix:

- **Do First:** These are the tasks that must happen today or very soon to avoid serious consequences.
- **Schedule:** These are important tasks that aren't urgent but need to be planned for later.
- **Delegate:** These are tasks you don't need to do yourself—find someone else who can help.
- **Don't Do:** These are tasks or distractions you can let go of to free up your energy.

Step 3: Start With "Do First"

Focus on one task at a time from the "Do First" quadrant. By completing these, you'll ease some of the pressure and create space to think more clearly.

Step 4: Reflect and Adjust

At the end of the day, look at your matrix. Did you focus on the right tasks? Did anything get stuck that could be delegated or dropped? Use these insights to guide you as you plan for the next day.

USING THE MATRIX IN FUNCTIONAL FREEZE

Start Small

When you're in Functional Freeze, even the act of sorting tasks can feel overwhelming. Start by identifying just one thing you know you must do today. Place it in the "Do First" quadrant and focus on completing it. Small wins build momentum, and even a single completed task can help thaw the freeze.

Be Honest

It's easy to confuse urgency with importance, especially when everything feels pressing. To clarify, ask yourself:

- "What's the consequence if I don't do this today?"
- "Will this task directly impact my well-being, my family, or my goals?"

For example, paying a bill to avoid late fees is important and urgent, while replying to a non-urgent email is not. By examining the real stakes of a task, you can decide where it truly belongs.

Avoid Perfectionism

Sorting tasks doesn't need to be perfect. This is about making progress, not getting it "right". Go with your first instinct when assigning tasks to quadrants. Ask yourself, "What feels like the most logical category for this right now?" You can always review the matrix later to ensure critical items, like paying bills or preparing for work deadlines, are prioritized.

Check In Daily

The Eisenhower Matrix isn't a one-time exercise. Use it as a daily or weekly ritual to regain focus and reduce overwhelm. Start your day with a quick review of what's on your plate and sort new tasks as they come up. Reflect at the end of the day:

- "Did I focus on what mattered most?"
- "What can I do differently tomorrow to make things easier?"

Consistent use of the matrix helps you create structure and build the habit of prioritizing without overloading yourself.

PUTTING THE EISENHOWER MATRIX INTO ACTION

Use the templates on the following pages to sort through your tasks and create a clear plan for your day or week. Start by listing everything that's on your mind, then assign each task to the quadrant that feels right.

DO FIRST

SCHEDULE

DELEGATE

DON'T DO

EISENHOWER MATRIX

DO FIRST

SCHEDULE

DELEGATE

DON'T DO

EISENHOWER MATRIX

DO FIRST

SCHEDULE

DELEGATE

DON'T DO

Thank You

FOR EXPLORING THE EISENHOWER MATRIX WORKBOOK

This workbook is just the beginning, a practical way to regain clarity, navigate overwhelm, and focus on what truly matters. If you've found this tool helpful, we invite you to explore more of this transformative work.

Discover the full **Functional Freeze Formula** in the book, where you'll gain a deeper understanding of Functional Freeze and the tools to support your healing journey.

If you wish to continue working with these tools in a more profound way, we offer free practice circles as well as guided programs that bring together live sessions, community, and advanced practices to help you grow beyond survival mode and create lasting change.

For the most up-to-date information on upcoming events and programs, please [visit our website and sign up for our newsletter.](#)

Wherever you are on your journey, give yourself permission to take things one step at a time. Progress happens in the small moments, and every step matters.

We're so glad you're here!