

EISENHOWER DECISION MATRIX

THERE IS RARELY A TRUE REAL ESTATE EMERGENCY. USE THIS MATRIX TO DECIDE WHAT IS TRULY IMPORTANT AND WHAT IS A DISTRACTION. BE HONEST WITH YOURSELF.

YOU MAY NOT HAVE THE RESOURCES TO HIRE SOMEONE TO DELEGATE BUT I BET YOU ARE TAKING ON TASKS AND WORRIES THAT YOU WOULD BE BETTER HANDED OFF TO YOUR LENDER, TITLE PERSON, INSPECTOR, OTHER ALLIED PARTNERS AND THE OTHER AGENT.

WE'VE RUN MANY AGENTS THROUGH THIS MATRIX AND THEY ARE OFTEN SHOCKED AT HOW MUCH TIME THEY ARE WASTING CHASING THEIR OWN TAIL.

GET FOCUSED TO GET RESULTS

URGENT

NOT URGENT

IMPORTANT
NOT IMPORTANT

Do! Do it now.	Decide Schedule it.
Delegate Who can do it for you?	Delete Eliminate it.