

# Professional Learning Tool

Infographic

## An Eisenhower Matrix for Educators

Navigating your day with ease and impact

Important

### Urgent

#### Tackle these first

- **Finalise** tomorrow's lesson plans.
- **Provide** immediate support to students in need.
- **Address** urgent personal health or well-being issues.
- **Respond** promptly to urgent parent communications.

### Not Urgent

#### Your power moves

- **Select** thoughtfully and attend professional learning activities.
- **Develop** and implement extension or enabling strategies for students.
- **Schedule** regular self-care activities for you.
- **Plan** and innovate long-term curriculum and teaching methods.

Not Important

### Work smarter

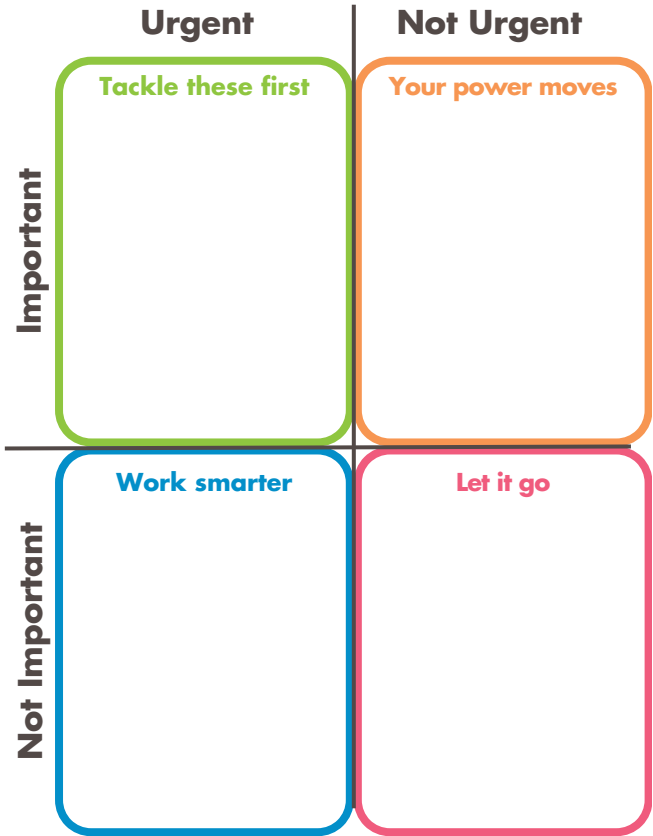
- **Delegate** or share responsibilities for routine staff meetings.
- **Utilise** emails and automated systems or administrative help for standard parent communications.
- **Call on others** for tasks that don't require your skill set.

### Let it go

- **Eliminate** or simplify non-essential tasks and activities.
- **Avoid** getting caught up in minor details that don't impact teaching effectiveness.
- **Take** a deep breath and focus on what sparks your joy in teaching.

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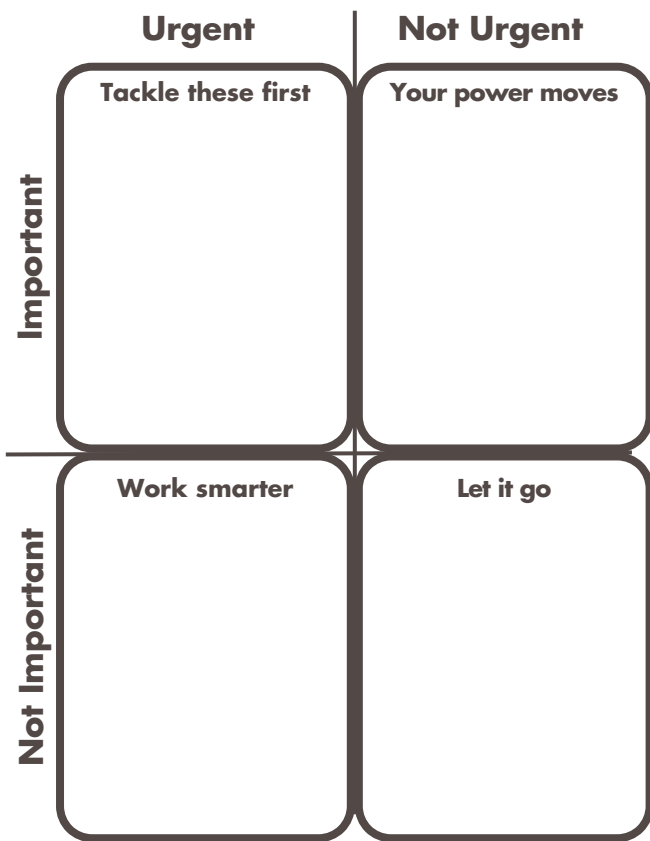
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Make space for what truly matters in your teaching world.

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