

MODULE 2. COACHING TOOLS



2. MATERIAL FOR PARTICIPANTS: PLAY & ROLE



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Introduction to the Eisenhower Matrix.

Role:

- coach (C)
- Client (CI)

Let's get started!

- C:** Hello! How are you feeling today?
- CI:** Hi, I'm feeling a little overwhelmed. I feel like I can't handle all the tasks I need to do.
- C:** I see, it's a common problem. Today I would like to introduce you to a tool that can help you prioritize your tasks. Have you ever heard about the Eisenhower Matrix?
- CI:** No, I haven't heard about it. What is that?
- C:** It's a simple but effective tool for managing your time and priorities. It allows you to divide tasks into four categories according to two criteria: urgency and importance. The Eisenhower matrix consists of four squares:

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1. Important and urgent: Tasks you need to do right away.
2. Important but not urgent: Tasks you plan for later.
3. Urgent but not important: Tasks you can delegate.
4. Not urgent and not important: Tasks you can eliminate.

○ **CI:** Sounds interesting. How do I put this into practice?

○ **C:** Great, let's do it step by step. Let's analyse your to-do list.

○ **CI:** I have to do quite a lot. I have to prepare a presentation, answer emails, meet with a client, shop, go to the gym, and so on.

○ **C:** Let's start with the most important task. What is really important and urgent?

○ **CI:** I think preparing a presentation for tomorrow's meeting.

○ **C:** That's right, it will be in the "Important and Urgent" category. Now what is important but not urgent?

○ **CI:** I think a meeting with the client, because we have time to do it until next week.

○ **C:** Exactly, we put it in the "Important but not urgent" box. What is urgent but not important?

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- **CI:** Replying to emails.
- **C:** Maybe someone else could do it for you? Maybe an assistant?
- **CI:** Yes, I can delegate it.
- **C:** Great. Now what about non-urgent and unimportant tasks?
- **CI:** Shopping and the gym can wait.
- **C:** That's right, these tasks can be postponed. How do you feel now that we have divided your tasks according to the Eisenhower Matrix?
- **CI:** I feel more organized and less overwhelmed. Now I know what to focus on.
- **C:** I'm glad to hear that. Remember to review your task list regularly and adjust priorities as needed. Do you have any further questions?
- **CI:** No, thank you. Everything is clear.
- **C:** Great, I keep my fingers crossed for your success! See you at the next meeting. Before we get started, it's important

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that you prepare a list of all your tasks. Consider which ones are most important and which require immediate attention.

- **CI:** Okay, I'll do it before our next meeting. Thanks to this, I will be able to approach time management more consciously.