

DRAMA ASSESSMENT

Eisenhower Matrix

Cross-reference the drama level with the Eisenhower Matrix to decide the next action.

- Level 1: Eliminate (4)
- Level 2: Delegate or Schedule (3)
- Level 3: Schedule it (2)
- Level 4: Do now (1)

	Urgent	not Urgent
Important	1	2
Not important	3	4

Level 4 Drama

High Priority – Urgent & Important

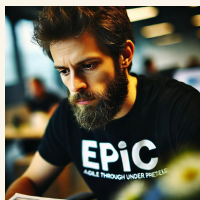


- **Description:** This issue is both urgent and important. It needs immediate attention and likely takes precedence over most other tasks.
- **Action:** Address immediately. It should be one of your top priorities and handled with urgency.
- **Example:** A key stakeholder is in crisis or a system failure impacting major business operations or your programs outcomes.

Level 3 Drama

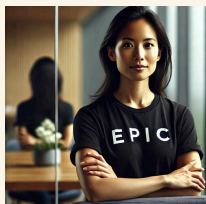
Medium Priority – Needs Attention, But Not Immediately

- **Description:** This issue is important, but not urgent. It requires action, but not right away. It should be scheduled and planned alongside other priorities.
- **Action:** Plan to resolve it after more pressing issues are handled. Assign it a deadline but don't rush.
- **Example:** Important but non-critical project tasks that need to be completed for long-term success.



Level 2 Drama

Low Urgency – Heads-Up for Later



- **Description:** This issue isn't urgent but might become more relevant later. A quick notification to those involved is enough for now.
- **Action:** Schedule time to address it later, or delegate it if it can be handled by someone else.
- **Example:** A potential improvement or stakeholder request that isn't time-sensitive.

Level 1 Drama

Low Priority – Can Wait

- **Description:** This issue is neither urgent nor important. It can be set aside for later or may not require any action at all.
- **Action:** Delay or eliminate. It's not worth spending time on right now.
- **Example:** Minor administrative tasks or feedback that doesn't affect outcomes.

