# Eisenhower Box for ADHD Classroom Management

**Overview**

The Eisenhower Box is a prioritisation matrix that helps sort tasks by urgency and importance, aiding students with ADHD to manage their time effectively. Because everything feels equally urgent and important when you have ADHD – until someone teaches you differently.

**Quadrants**

* **Do first**: Urgent and important tasks to complete immediately.
* **Schedule**: Important, not urgent tasks to plan for later.
* **Delegate**: Urgent, not important tasks to pass to others if possible.
* **Eliminate**: Neither urgent nor important tasks to discard.

**Classroom application**

* **Identify tasks**: Help students to list all assignments and tasks they have coming up.
* **Categorise**: Practice assigning tasks to the appropriate quadrant.
* **Plan actions**: Tackle 'Do first' tasks with clear steps. Schedule 'Important' tasks.
* **Delegate**: Encourage teamwork on 'Urgent' tasks.
* **Eliminate**: Remove non-critical tasks to save time.

**Strategies for students with ADHD (although this method can be useful for all students)**

* **Visualise**: Display the Eisenhower Box in the classroom.
* **Routine**: Regularly update the Box as part of class activities.
* **Customise**: Allow students to adapt the matrix to their needs.
* **Reward**: Recognise students who improve and learn from the process.
* **Reflect**: Hold discussions on the use and benefits of the method.

**Advantages**

* **Enhanced focus**: Directs attention to critical tasks, reducing sensory overload.
* **Independence**: Fosters decision-making on task relevance.
* **Less delay**: Decreases the tendency to procrastinate by clarifying task importance.

| Eisenhower Box | | |
| --- | --- | --- |
|  | Urgent | Not Urgent |
| Important | Do First | Schedule |
| Not Important | Delegate | Eliminate |

* **Organisational growth**: Develops long-term organisational habits.

Incorporating the Eisenhower Box in the classroom equips students with ADHD with a framework to enhance their decision-making and time management skills, leading to better academic outcomes. By making this available to everyone, it becomes normal and doesn’t negatively draw attention to individuals.