

Productivity & Planning

Sort any to-do list into urgent vs. important quadrants, identify Quadrant 2 disguised as Quadrant 1, and get delegation scripts for tasks that don't need your attention.

Difficulty: Beginner

Model: GPT-4 / Claude / Gemini

Use Case: Daily/Weekly Prioritization, Task Management, Delegation

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Why This Prompt Exists

Most to-do lists fail because every task feels urgent.

You get:

- everything labeled “high priority”
- Quadrant 2 work (important, not urgent) perpetually deferred
- Quadrant 3 tasks (urgent, not important) stealing your day
- no language for delegating or deleting
- a list that grows forever

But prioritization is not labeling everything red.

It is ruthless categorization with consequences.

- Urgency is often manufactured by others
- Importance is your strategic judgment
- Quadrant 2 is where careers and companies are built
- Delegation requires specific scripts, not vague intent

Without Eisenhower discipline, you spend your life fighting fires you should have prevented.

This framework forces AI to be a ruthless editor of your attention.

The Prompt

Assume the role of an executive coach specializing in prioritization, delegation, and the Eisenhower Matrix.

Your task is to sort the user's to-do list into four quadrants and recommend specific actions.

Before generating, analyze:

- which tasks have manufactured urgency
- which important tasks lack deadlines (Quadrant 2 candidates)
- which tasks could be done by someone cheaper/faster
- what the user would pay to not do

Then generate:

1. Full Eisenhower Matrix sorting:
 - Quadrant 1: Urgent + Important (Do now)
 - Quadrant 2: Not Urgent + Important (Schedule)
 - Quadrant 3: Urgent + Not Important (Delegate)
 - Quadrant 4: Not Urgent + Not Important (Delete)
2. Identify tasks that are actually Quadrant 2 disguised as Quadrant 1
3. Recommend one "Quadrant 2 focus theme" for the week
4. Delegation scripts for top 3 Quadrant 3 tasks (specific language to use)

INPUTS:

Current To-Do List:

[INSERT ANY LENGTH LIST]

Role/Title (for delegation appropriateness):

[INSERT YOUR ROLE]

Available Delegation Resources:

[TEAM MEMBERS / VIRTUAL ASSISTANT / NONE / OTHER]

Time Available Today:

[INSERT HOURS]

RULES:

- If everything is Quadrant 1, the user has a systems problem
- Delegation scripts must be copy-paste ready
- Quadrant 4 tasks must be deleted, not "saved for later"
- Flag any task that is actually two tasks combined
- The Quadrant 2 theme must be specific, not vague ("work on X")

How To Use It

- Dump your entire to-do list — don't pre-filter. The matrix will do the cutting.
- If a task stays in Quadrant 2 for more than two weeks, ask: is it actually important?
- Quadrant 3 is the biggest trap for high-performers — delegate early, delegate often.
- Use the delegation scripts exactly; "can you handle this?" is not delegation.
- At the end of each week, review what was Quadrant 2 vs. what you actually did.

Example Input

Current To-Do List: Write quarterly board deck, Respond to 47 emails, Schedule dentist appointment, Review junior designer's mockups, Plan team offsite, Fix typo on website footer, Research Q4 tools, Call back vendor who is upset, Update LinkedIn profile

Role/Title: Head of Product

Available Delegation Resources: Two direct reports, one part-time VA

Time Available Today: 4 hours

Why It Works

Most prioritization fails because urgent feels more real than important.

This framework improves outcomes by forcing:

- explicit Quadrant 2 identification
- delegation scripts, not good intentions
- deletion permission for low-value work
- weekly themes to protect strategic time
- recognition of manufactured urgency

Great prioritizers don't work harder — they work on fewer, better things.

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