

The Eisenhower Matrix

URGENT

NOT URGENT

IMPORTANT

Do:

- _____
- _____
- _____
- _____
- _____
- _____

Delay:

- _____
- _____
- _____
- _____
- _____
- _____

NOT IMPORTANT

Delegate:

- _____
- _____
- _____
- _____
- _____
- _____

Delete:

- _____
- _____
- _____
- _____
- _____
- _____