

Eisenhower Matrix

URGENT

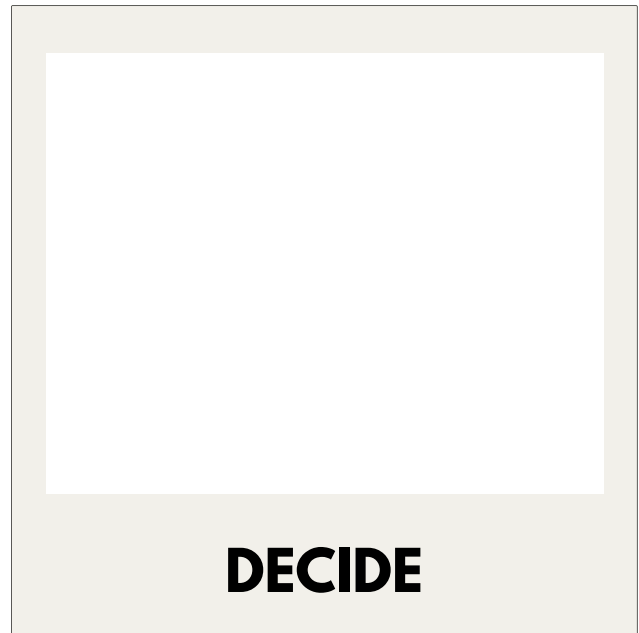
NOT URGENT

IMPORTANT



DO

A pink rectangular box with a white inner square, representing the 'DO' quadrant for urgent and important tasks.



DECIDE

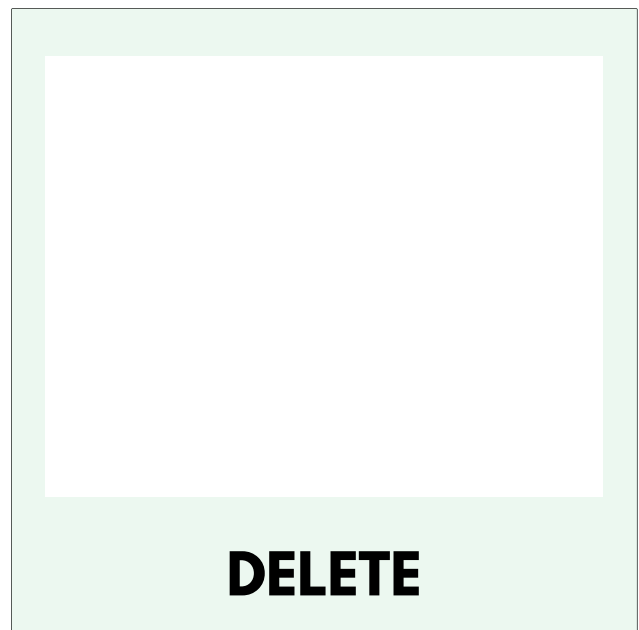
A beige rectangular box with a white inner square, representing the 'DECIDE' quadrant for not urgent but important tasks.

NOT IMPORTANT



DELEGATE

A purple rectangular box with a white inner square, representing the 'DELEGATE' quadrant for not urgent and not important tasks.



DELETE

A green rectangular box with a white inner square, representing the 'DELETE' quadrant for tasks that are neither urgent nor important.