

Eisenhower Matrix

URGENT

NOT URGENT

IMPORTANT

These tasks are both urgent and important. Do them right away to prevent stress or missed deadlines.

DO

These tasks matter most in the long run but aren't urgent yet. Decide when to do them and schedule them.

DECIDE

NOT IMPORTANT

These tasks need to get done soon, but not necessarily by you. Delegate or simplify them if possible.

DELEGATE

These tasks don't add real value and can often be removed. Limit or eliminate them to free up your time.

DELETE