

Eisenhower Matrix

	URGENT	NOT URGENT
IMPORTANT	<p>These tasks are both urgent and important. Do them right away to prevent stress or missed deadlines.</p> <p>DO</p>	<p>These tasks matter most in the long run but aren't urgent yet. Decide when to do them and schedule them.</p> <p>DECIDE</p>
NOT IMPORTANT	<p>These tasks need to get done soon, but not necessarily by you. Delegate or simplify them if possible.</p> <p>DELEGATE</p>	<p>These tasks don't add real value and can often be removed. Limit or eliminate them to free up your time.</p> <p>DELETE</p>