EISENHOWER MATRIX

HE EISENHOWER MATRIX IS A PRODUCTIVITY, PRIORITIZATION, AND TIME-MANAGEMENT FRAMEWORK DESIGNED TO HELP YOU PRIORITIZE A LIST OF TASKS OR AGENDA ITEMS BY FIRST CATEGORIZING THOSE ITEMS ACCORDING TO THEIR URGENCY AND IMPORTANCE.

	URGENT	NOT URGENT	
IMPORTANT	**DO** Do it now	**DECIDE** Schedule time to do it	**IMPORTANT**
NOT IMPORTANT	**DELEGATE** Who can do it for you?	**DELETE** Eliminate it	**NOT IMPORTANT**
	URGENT	NOT URGENT	