Eisenhower matrix

Name: _____ Date: _____

	URGENT	NOT URGENT
IMPORTANT	**1. Do first** Urgent and important	**2. Schedule** Important, not urgent
NOT IMPORTANT	**3. Delegate** Urgent, not important	**4. Drop** Not urgent, not important

Write each task in one box. Do box 1 now, schedule box 2, delegate box 3, drop box 4.

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