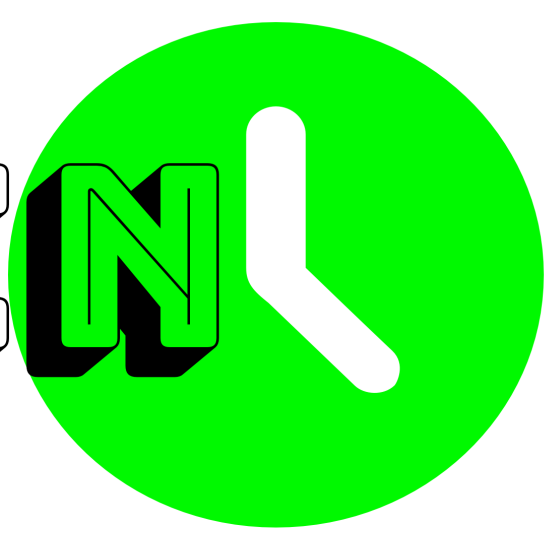


# EISENHOWER MATRIX

## PRIORITIZING TASKS

IMPORTANT, BUT NOT URGENT

PLAN WHEN  
YOU  
WILL DO IT



URGENT AND IMPORTANT

DO IT  
NOW!



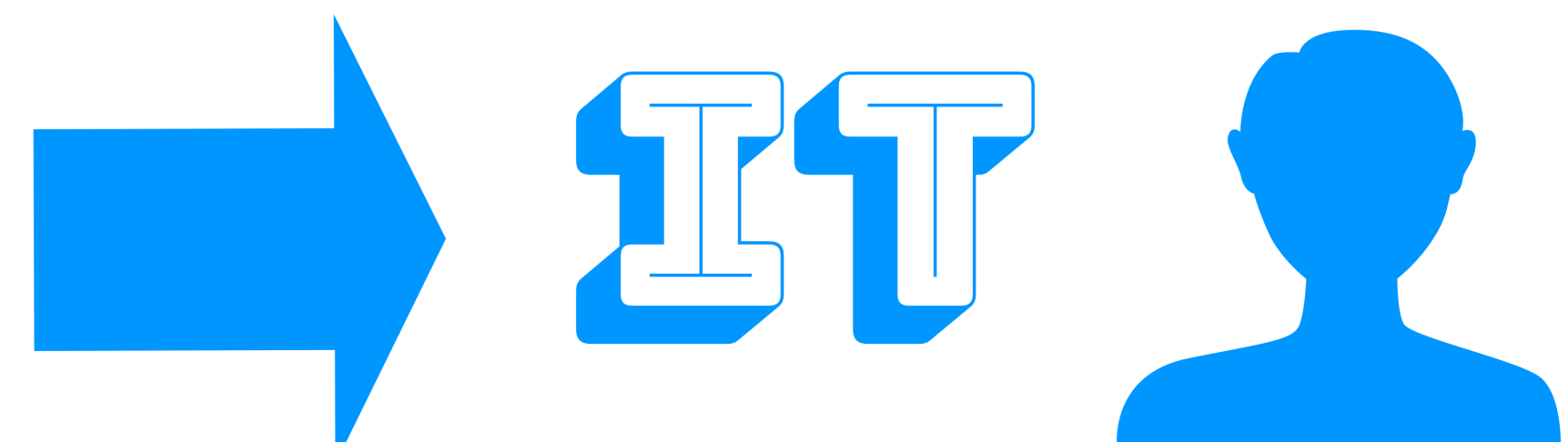
NOT IMPORTANT, NOT URGENT

DUMP IT



URGENT, BUT NOT IMPORTANT

DELEGATE



URGENCY

IMPORTANCE