

# Eisenhower Matrix

|               | URGENT                                                                                                                           | NON URGENT                                                                                                           |
|---------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| IMPORTANT     | <b>DO IT FIRST</b><br><br>HIGH-VALUE TASKS<br>THAT ARE TIME<br>SENSITIVE AND HAVE<br>CONSEQUENCES IF<br>NOT COMPLETED IN<br>TIME | <b>SCHEDULE IT</b><br><br>HIGH VALUE TASKS<br>THAT STRATEGIZE<br>AROUND LONG TERM<br>GOALS WITH NO SET<br>DEADLINE   |
| NOT IMPORTANT | <b>DELEGATE IT</b><br><br>LOW-VALUE TASKS<br>THAT NEED TO BE<br>COMPLETED BUT DON'T<br>REQUIRE YOUR<br>EXPERTISE                 | <b>DELETE IT</b><br><br>LOW VALUE TASKS<br>THAT DISTRACT FOCUS<br>FROM IMPORTANT<br>TASKS WASTING TIME<br>AND ENERGY |