

The Eisenhower Matrix

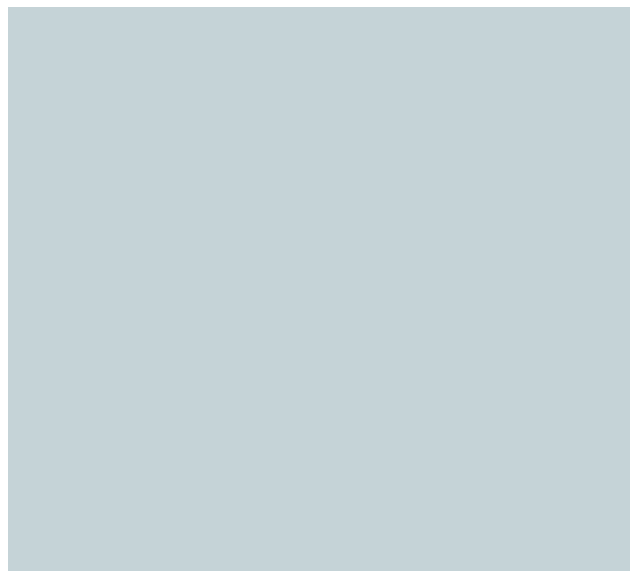
IMPORTANT & URGENT
Do Immediately



IMPORTANT, NOT URGENT
Decide when to do



NOT IMPORTANT & URGENT
Delegate or Quick Tackle



NOT IMPORTANT & NOT URGENT
Do later or Ignore

