Eisenhower Matrix

"What is important is seldom urgent, and what is urgent is seldom important."

Quadrant 1: Urgent AND Important
(Do FIRST)

Quadrant 2: Not Urgent but Important
(Schedule)

Quadrant 3: Urgent but not Important
(Delegate or Decline)

Quadrant 4: Not Urgent and Not Important
(Eliminate)

arsonist co.