Eisenhower Decision Matrix

This tool can help evaluate urgency and importance of tasks. Evaluate each item on your to-do list by considering its urgency and importance. Consider what you can do to push your focus towards items that are important but not urgent.

"I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."   -Dwight D. Eisenhower

	URGENT	NOT URGENT
IMPORTANT	*DO these tasks ASAP*	*DECIDE on a time to do these tasks*
NOT IMPORTANT	*DELEGATE these tasks if you can*	*DROP these tasks*