

### 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	<i>DO these tasks ASAP</i>	<i>DECIDE on a time to do these tasks</i>
NOT IMPORTANT	<i>DELEGATE these tasks if you can</i>	<i>DROP these tasks</i>