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EISENHOWER MATRIX TEMPLATE
DASHBOARD

| IMPORTANT | Task | URGENT - DO IT NOW | Task | NOT URGENT |
|---------------|------|---------------------------------|------|--|
| | 1 | Attend the Karibu Ceremony | 1 | Buy data for week 3 lessons |
| | 2 | Get set up on the Portal | 2 | Submit Milestone 3 |
| | 3 | DO IT NOW | 3 | Go see aunty Emu |
| | 4 | | 4 | DECIDE WHEN TO DO IT |
| | 5 | | 5 | |
| | 6 | | 6 | |
| | 7 | | 7 | |
| | 8 | | 8 | |
| | 9 | | 9 | |
| | 10 | | 10 | |
| | 11 | | 11 | |
| | 12 | | 12 | |
| | 13 | | 13 | |
| | 14 | | 14 | |
| | 15 | | 15 | |
| NOT IMPORTANT | 1 | Go to buy bread each morning | 1 | Stalk Jona's ex so I have the 'tea' for our next mee |
| | 2 | DELEGATE (ask someone to do it) | 2 | DELETE (don't do it. It is a time waster) |
| | 3 | | 3 | |
| | 4 | | 4 | |
| | 5 | | 5 | |
| | 6 | | 6 | |
| | 7 | | 7 | |
| | 8 | | 8 | |
| | 9 | | 9 | |
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| | 15 | | 15 | |