Eisenhower Matrix

Urgent-Important Matrix

A Prioritization Framework

• Things with clear deadlines

- High priority
- Consequences for not taking immediate action

Important

Do

Urgent

Do It **Not Urgent**

Decide

Schedule It

- Things without deadlines
- Activities that bring you closer to your goals
- Easy to procrastinate on

- Things that need to be done
- Specific skills from you not needed
- "Busy work"

Not Important

Delegate

Designate It Delete

Eliminate It

- Things that make you feel worse for doing afterwards
- Distractions
- Okay to do in moderation