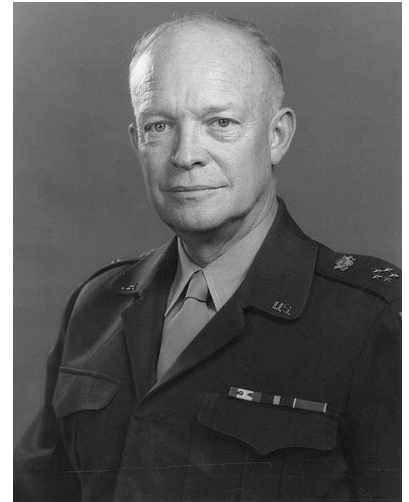


The Eisenhower Matrix

To Do	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



"What is important is seldom urgent, and what is urgent is seldom important." ~ Dwight Eisenhower

	Urgent	Not Urgent	
Important	Do Now 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	Do Later - Schedule 1. _____ When _____ 2. _____ When _____ 3. _____ When _____ 4. _____ When _____ 5. _____ When _____	
	Not Important	Delegate 1. _____ To _____ 2. _____ To _____ 3. _____ To _____ 4. _____ To _____ 5. _____ To _____	Delete 1. _____ 2. _____ 3. _____ 4. _____ 5. _____