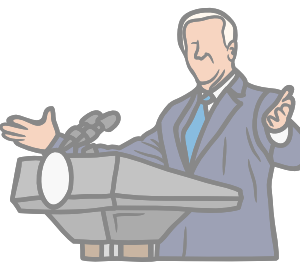


The Eisenhower Matrix



Urgent:

Not urgent

Do

Focus on completing tasks that are both urgent and important, as they require your immediate attention and action.

Decide

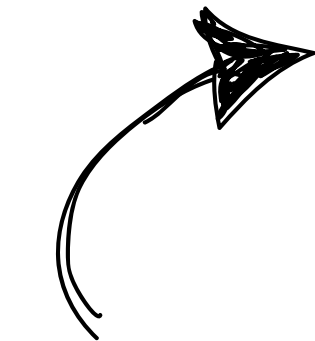
Evaluate tasks that are important but not urgent and plan when and how to tackle them, ensuring they don't become urgent later.

Delegate

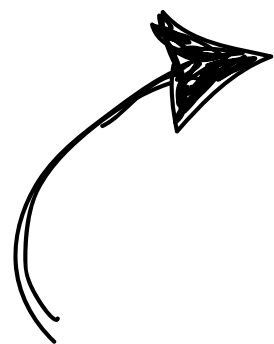
Assign tasks that are urgent but not important to others, so they can be handled without taking up your time.

Delete

Eliminate tasks that are neither urgent nor important, as they provide little to no value and can be a waste of time.



Important



Not Important

