

Eisenhower Matrix

Do it Now

1 Important / Urgent

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Schedule it

2 Important / Not Urgent

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Delegate it

3 Not Important / Urgent

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Drop it

4 Not Important / Not Urgent

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Your-Success.Net - Notes
