## **The Eisenhower Decision Matrix**

This tool helps you divide your tasks into four categories: the tasks you'll do first, the tasks you'll schedule for later, the tasks you'll delegate, and the tasks you'll delete.



	Date		Case (if applicable)			Project (if applicable)	
		URGENT			NOT U	RGENT	
	DO			SCHEDULE			
IMPORTANT							
	DELEGATE			DELETE			
<b>NOT IMPORTANT</b>							
	NOTES						