Eisenhower Matrix

Date: _____

	URGENT	NOT URGENT
IMPORTANT	**Do** Urgent and important. Act on these now.	**Schedule** Important, not urgent. Give each one a date.
NOT IMPORTANT	**Delegate** Urgent, not important. Hand off, or do quickly.	**Backlog** Neither. Revisit later, or let it go.

"What is important is seldom urgent and what is urgent is seldom important."

Free template from the Eisenhower Matrix: To-Do List app for Android