

Eisenhower Matrix

URGENT

NOT URGENT

IMPORTANT



DO NOW



PLAN FOR LATER

NOT

IMPORTANT



DELEGATE



ELIMINATE

Example

URGENT

NOT URGENT

IMPORTANT

Study for an exam happening tomorrow

Study for an exam happening next week

NOT

IMPORTANT

Responding to messages or emails that don't require much attention

Scrolling through social media

Eisenhower Matrix

URGENT

NOT URGENT

IMPORTANT

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NOT
IMPORTANT

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