

# EISENHOWER MATRIX

THE EISENHOWER MATRIX, IS A SIMPLE YET EFFECTIVE TOOL FOR PRIORITIZING TASKS BASED ON THEIR URGENCY AND IMPORTANCE.

	URGENT	NOT URGENT
IMPORTANT	DO	SCHEDULE
NOT IMPORTANT	DELEGATE	ELIMINATE

- **URGENT AND IMPORTANT:** TASKS THAT REQUIRE IMMEDIATE ATTENTION AND ARE CRUCIAL FOR YOUR GOALS.
- **IMPORTANT BUT NOT URGENT:** TASKS THAT ARE IMPORTANT BUT DO NOT NEED TO BE COMPLETED IMMEDIATELY. THESE OFTEN CONTRIBUTE TO LONG-TERM GOALS AND PERSONAL GROWTH.
- **URGENT BUT NOT IMPORTANT:** TASKS THAT DEMAND ATTENTION BUT DO NOT NECESSARILY HELP ACHIEVE YOUR GOALS. THESE OFTEN INCLUDE INTERRUPTIONS OR BUSY WORK.
- **NEITHER URGENT NOR IMPORTANT:** ACTIVITIES THAT OFFER LITTLE VALUE AND CAN BE MINIMIZED OR ELIMINATED.

