

Eisenhower matrix

Name or team: _____

Date: _____

Urgent means: _____

Important means: _____

	Urgent	Not urgent
Important	1. Do it first Important and urgent. Do it now, yourself.	2. Schedule it Important, not urgent. Put a date and an owner on it.
Not important	3. Delegate it Urgent, not important. Who can take it?	4. Drop it Neither. Stop doing it.

