Eisenhower Matrix

DATE _____

1 List every task in the Inbox. **2** Ask: is it important? Is it urgent? **3** Number it 1–4, then copy it to that quadrant. **4** Do 1 today, give 2 a time, hand off 3, cross out 4.

INBOX

everything on your mind · quadrant 1–4 in the box

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	URGENT	NOT URGENT
IMPORTANT	**1 DO** today, yourself — DONE	**2 SCHEDULE** give it a day and a time — WHEN
NOT IMPORTANT	**3 DELEGATE** hand it off, or keep it short — WHO	**4 DROP** cross it out and let it go

Important: moves your goals forward. Urgent: has a deadline in the next day or two.