

Urgent

Not Urgent

Important

Not Important

Quadrant I: Urgent and Important		I
DO		
Critical tasks that need immediate attention.		Due Date
Quadrant III: Urgent but Not Important		II
DELEGATE		
Tasks that need to be addressed soon but are not crucial. They can often be delegated.		Due Date

Quadrant II: Important but Not Urgent		II
SCHEDULE		
Tasks that are essential for future success but don't require immediate action.		Due Date
Quadrant IV: Not Urgent and Not Important		V
DELETE		
Tasks that are low-priority and can often be eliminated.		Due Date

Eisenhower Matrix Template