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|  | **Urgent** |  | **Not Urgent** |
| **Important** | **Quadrant I: Urgent and Important** |  | **Quadrant II: Important but Not Urgent** |
| DO | SHEDULE |
| Critical tasks that need immediate attention. | Tasks that are essential for future success but don't require immediate action. |
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| **Not Important** | **Quadrant III: Urgent but Not Important** |  | **Quadrant IV: Not Urgent and Not Important** |
| DELEGATE | DELETE |
| Tasks that need to be addressed soon but are not crucial. They can often be delegated. | Tasks that are low-priority and can often be eliminated. |
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Eisenhower Matrix Template