

Eisenhower Matrix Template

	Urgent	Not Urgent
Important	Quadrant I: Urgent and Important	Quadrant II: Important but Not Urgent
	DO	SCHEDULE
	Critical tasks that need immediate attention.	Tasks that are essential for future success but don't require immediate action.
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.