

The Eisenhower Matrix

Urgent

Not urgent

(1) DO First:

(2) DO Later:

Important

A large, empty rectangular box with a light green background and a thin white border, intended for listing tasks that are both urgent and important.A large, empty rectangular box with a light blue background and a thin white border, intended for listing tasks that are not urgent but are important.

(3) DELEGATE:

(4) ELIMINATE:

Not important

A large, empty rectangular box with a light yellow background and a thin white border, intended for listing tasks that are urgent but not important.A large, empty rectangular box with a light grey background and a thin white border, intended for listing tasks that are neither urgent nor important.