

# The Eisenhower Matrix

**SCHEDULE**

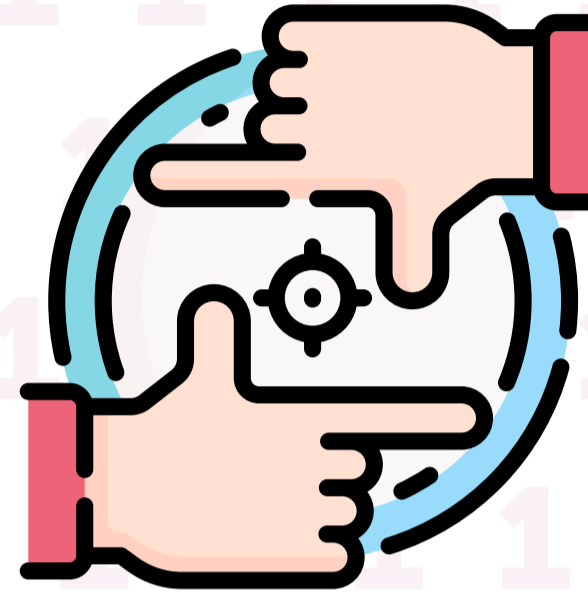
Tasks that are important but not time sensitive.



Put these on your calendar.

**IMPORTANT**

These tasks are both time sensitive & adding value.



Do these tasks first.

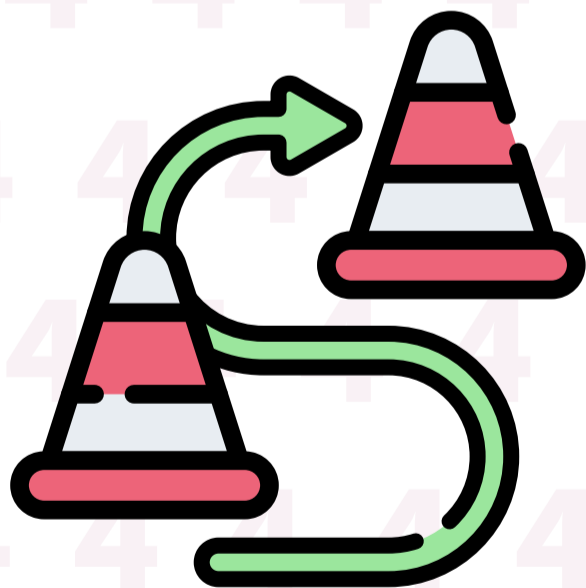
**FOCUS**

**NON-URGENT**

**URGENT**

**AVOID**

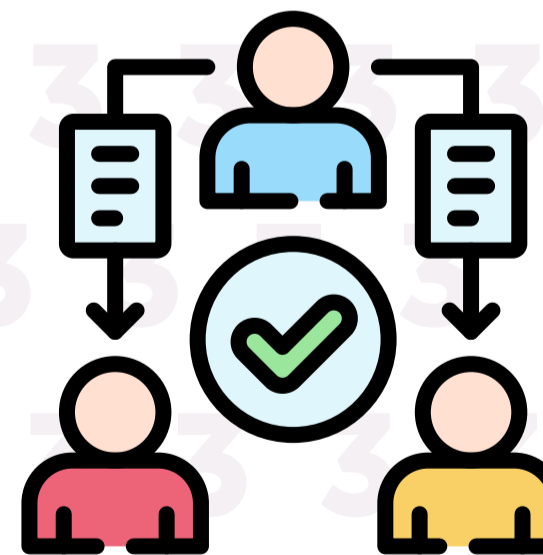
Try not to do tasks that aren't urgent nor important.



These are not worth your time.

**NON-IMPORTANT**

Tasks that are time sensitive but don't help you accomplish your goals.



Give them to someone else.

**DELEGATE**