EISENHOWER MATRIX

Long to-do lists can be overwhelming, but Eisenhower matrix helps us go through tasks quadrant by quadrant and will help you prioritize tasks.

	URGENT	**NOT URGENT**
IMPORTANT	Do: Tasks with Immediate Deadlines or Consequences. Example: A medication that needs to be picked up today.	Schedule: Tasks with unclear deadlines that contribute to long term success/happiness. Example: Clean your space on Saturday at 9 AM.
NOT IMPORTANT	**DELEGATE** — Delegate: Tasks that must get done, but don't require specific skill set. Example: Attending a cousin's best friend's birthday party when you have a deadline tomorrow for a class.	**DELETE** — Delete: Distractions and unnecessary tasks. Example: Binge watching TV shows.

NAME: