

Eisenhower Matrix

Name: _____ Date: _____ dd / mm / yyyy

IMPORTANT & URGENT - DO

IMPORTANT & URGENT - DO

IMPORTANT & NOT URGENT - DECIDE

IMPORTANT & NOT URGENT - DECIDE

NOT IMPORTANT & URGENT - DELEGATE

NOT IMPORTANT & URGENT - DELEGATE

NOT IMPORTANT & NOT URGENT - DELETE

NOT IMPORTANT & NOT URGENT - DELETE

Notes: