THE EISENHOWER

MATRIX

- 1. List all your tasks.
- 2. Categorize each task into the appropriate quadrant.
- 3. Focus on completing tasks in the 'Do' quadrant first, followed by 'Schedule', 'Delegate', and 'Delete'.

Do

(Urgent and Important)

Tasks that require immediate attention and contribute to your long-term goals

Schedule (Important but Not Urgent)

Tasks that are important but can be planned for a later time

Delegate

(Urgent but Not Important)

Tasks that need immediate attention but can be delegated to others

Delete

(Not Urgent and Not Important)

Tasks that are neither urgent nor important and can be eliminated