

EISENHOWER PRIORITY MATRIX TEMPLATE

	URGENT	NOT URGENT
IM P O R T A N T	<div>DO Do these things today.</div>	<div>DECIDE Schedule a time to do these things.</div>
N O T I M P O R T A N T	<div>DELEGATE Who can do these things for you?</div>	<div>DELETE Do not do these things.</div>

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