Eisenhower Matrix

Date: _____

	URGENT	NOT URGENT
IMPORTANT	**A · Do it now** Yourself, today.	**B · Schedule** Give each task a day.
NOT IMPORTANT	**C · Delegate** Hand it off or keep it short.	**D · Delete** Do not do it.

Today: 3 tasks from A and B

1 _____ ☐

2 _____ ☐

3 _____ ☐

A first, then B. Three tasks, no fourth.