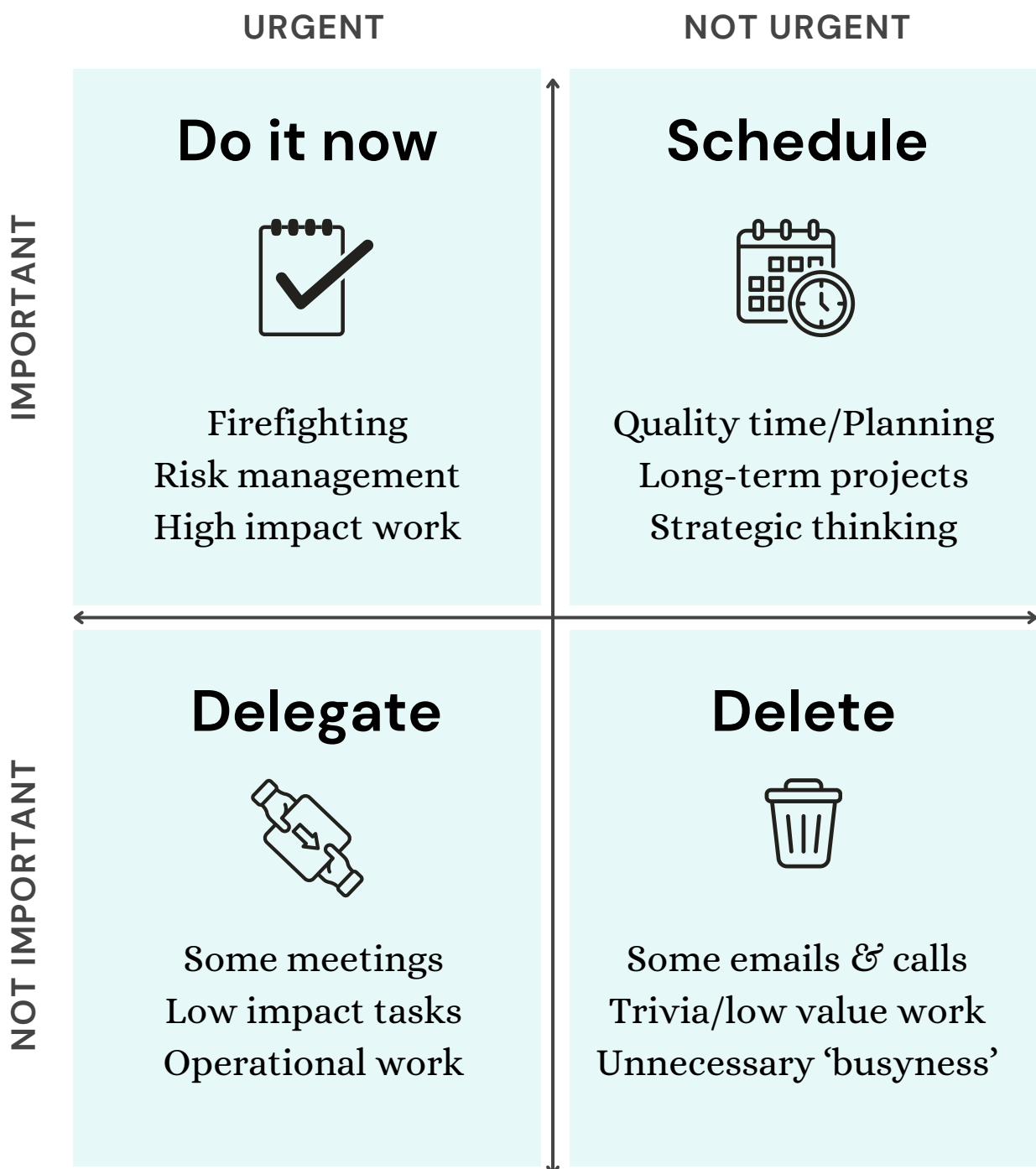


EISENHOWER



MATRIX


The Eisenhower Matrix is a simple and effective task management strategy named after President Eisenhower, who was known for helping individuals prioritise their tasks. The Matrix, helps you categorise tasks into four groups based on urgency and importance: Do, Decide, Schedule (Delegate), and Delete





MATRIX

Take a few minutes at the beginning of the day to categorise each of the tasks on your to-do list based on their importance and urgency...

	URGENT	NOT URGENT
IMPORTANT	Do it now <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> 	Schedule <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> 
NOT IMPORTANT	Delegate <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> 	Delete <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> 