



	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	<b>DO IT!</b> <ul style="list-style-type: none"><li>- Time sensitive</li><li>- Requiring your attention, so...</li></ul> <b>Complete it</b> as soon as possible	<b>SCHEDULE IT!</b> <ul style="list-style-type: none"><li>- <u>Not</u> time sensitive</li><li>- Requiring your attention, so...</li></ul> <b>Carve out time</b> for it
<b>Not Important</b>	<b>DELEGATE IT!</b> <ul style="list-style-type: none"><li>- Time sensitive</li><li>- Someone else can do it, so...</li></ul> <b>Hand it off</b> as soon as possible	<b>ELEMINATE IT!</b> <ul style="list-style-type: none"><li>- <u>Not</u> time sensitive</li><li>- Not important to anyone, so...</li></ul> <b>Remove it</b> from your to-do list

The Eisenhower Matrix