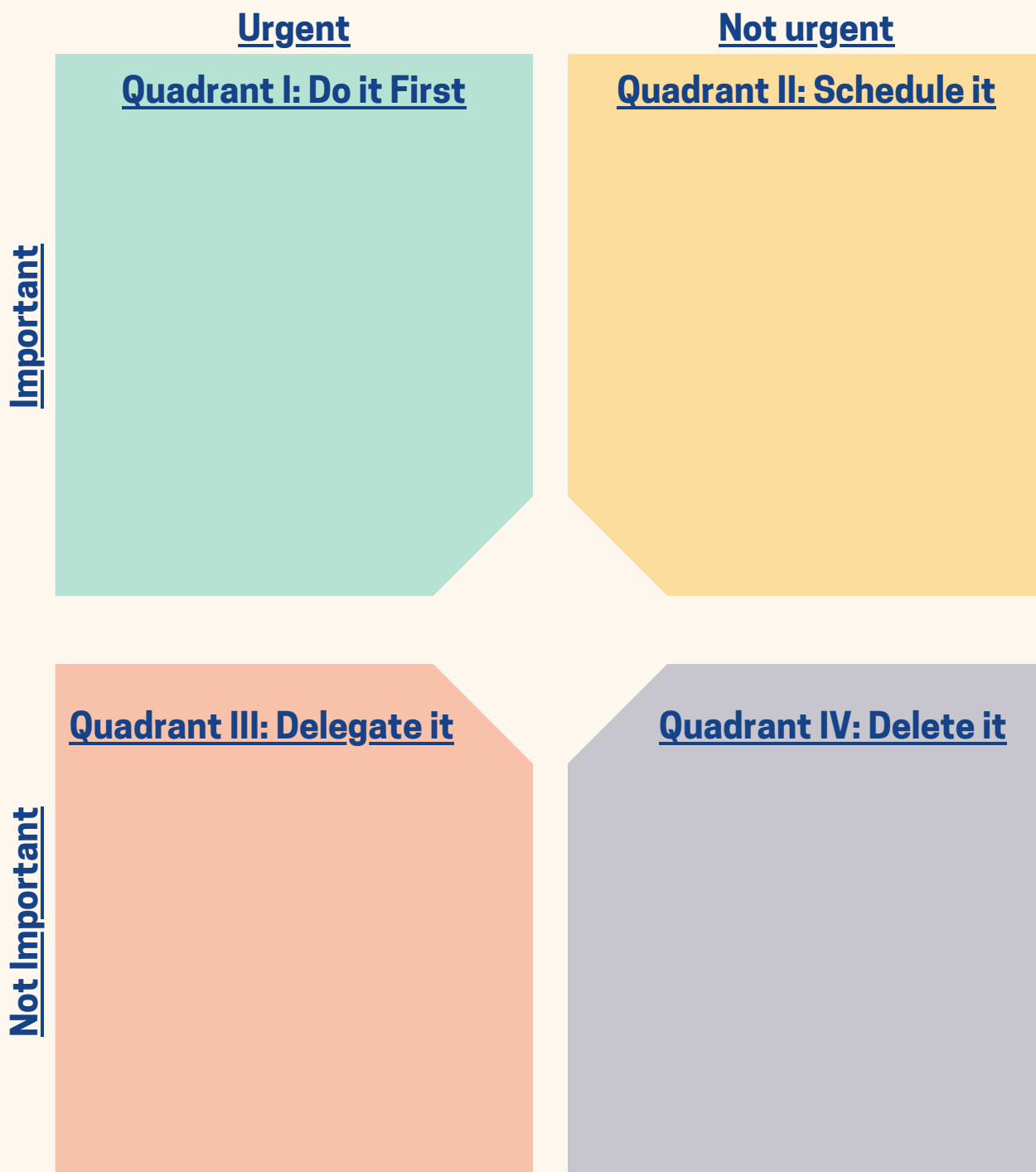


Using the tool, you'll divide your tasks into four boxes based on the tasks you'll do first, the task you'll schedule for later, the tasks you'll delegate, and the task you'll delete

EISENHOWER MATRIX OF TIME MANAGEMENT



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Important

Urgent

Quadrant I: Do it First

High-value tasks that are time sensitive and have consequences if not completed in time.

Examples:

- Crises & emergencies
- Pressing problems
- Projects with deadlines

Not urgent

Quadrant II: Schedule it

High-value tasks that strategize around long term goals with no set deadline.

Examples:

- Relationship building
- Long-term planning
- Personal improvement

Not Important

Quadrant III: Delegate it

Low-value tasks that need to be completed, but don't require your expertise.

Examples:

- Busywork
- Interruptions
- Some regular routines

Quadrant IV: Delete it

Low-value tasks that distract focus from important tasks, wasting time and energy.

Examples:

- Internet browsing
- Pointless meetings
- Disruptive socialization