



## Eisenhower Matrix Template

	URGENT	NOT URGENT
IMPORTANT	<b>DO</b> <i>Do it now.</i>	<b>DECIDE</b> <i>Schedule a time to do it.</i>
NOT IMPORTANT	<b>DELEGATE</b> <i>Who can do it for you?</i>	<b>DELETE</b> <i>Eliminate it.</i>

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