

EISENHOWER MATRIX

USE THE FOUR QUADRANTS TO ORGANISE YOUR DAILY TASKS, HELPING YOU SEE WHAT SHOULD BE PRIORITISED IN YOUR LIFE.

	<u>DO FIRST</u>	<u>SCHEDULE</u>	
Urgent & Important	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
Urgent, but less important	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Neither Urgent, Not Important	<u>DON'T DO</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____