

**ELIMINATE**

Task 1 deleted

**DELEGATE**

Task 1 to delegate

Task 2 to delegate

**PLAN**

Task 1 to plan

Task 2 to plan

Task 3 to plan

**DO NOW**

Task 1 to do now – Lorem Ipsum

Task 2 to do now – Lorem Ipsum

Task 3 to do now – Lorem Ipsum

**Not important**

**Important**

**Urgent**

**Not urgent**

**Not important**

**and not urgent**

**Not important**

**and Urgent**

**Important**

**and not urgent**

**Important**

**and urgent**

ELIMINATE

DELEGATE

PLAN

DO NOW

Simple, effective decision-making tool for determining which tasks deserve our immediate action, our long-term attention, our delegation skills, and our circular bins

THE EISENHOWER MATRIX

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