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EISENHOWER PRIORITY MATRIX

Sort tasks by what needs attention now, what can be planned, what can be shared, and what can be released.

	URGENT	NOT URGENT
IMPORTANT	**DO** Do these things today. Focus on the tasks that are both important and time-sensitive.	**DECIDE** Schedule a specific time for these. Important does not always mean it has to happen right now.
NOT IMPORTANT	**DELEGATE** Ask: Does this need to be done by me? If not, who can take it on or help?	**DELETE** Remove, postpone, simplify, or say no to tasks that are neither important nor urgent.

Quick check: What is the most important thing to move forward today?