

# The Eisenhower Decision Matrix

First list all projects/ activities here\*



Then transfer them into the matrix



Urgent

Not Urgent

Important

**Do**

Do it now.

**Decide**

Schedule a time to do it.

Not Important

**Delegate**

Figure who can do it for you.

**Delete**

Eliminate it, don't do it.



\*Classify them vertically according to importance. Place them into the matrix according to urgency.