

# EISENHOWER MATRIX

This tool allows you to prioritize tasks and activities considering both the importance and urgency required for an item. The quadrants provide suggestions for how to manage the workload.

Plan ahead for high-impact work that will advance outcomes or performance.

**URGENT**

**NOT URGENT**

**DO IT**

**SCHEDULE IT**

**IMPORTANT**

**NOT IMPORTANT**

**DELEGATE IT**

**DELETE IT**

