**Eisenhower Matrix Template**

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| --- | --- |
| **Do** | **Decide** |
| Urgent and important tasks | Important but not urgent tasks |
|  |  |
|  |  |
|  |  |
|  |  |
| **Delegate** | **Delete** |
| Urgent but unimportant tasks | Neither urgent nor important tasks |
|  |  |
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|  |  |
|  |  |

[](https://www.agendrix.com/)