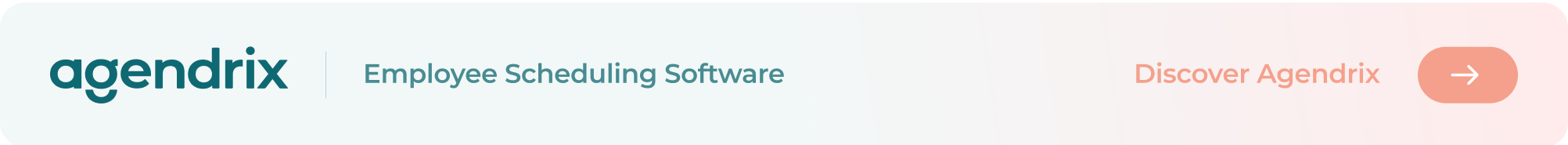
**Eisenhower Matrix Template**

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

[](https://r.agendrix.com/ressources-cta-en)