

EISENHOWER DECISION MATRIX TEMPLATE – PDF

Blank, fillable template on page 2.

		URGENT	NOT URGENT
IMPORTANT	DO IT	• Answer urgent emails • Attend daily scrum • Address customer issues • Finish slides for meeting	SCHEDULE IT • Mentoring staff • Attend daily scrum • Professional development • Competitor analysis
	NOT IMPORTANT	DELEGATE IT • Upload blog post • Meetings that don't require my attendance • Review customer feedback • Schedule meetings	DELETE IT • Scroll social media • Sort junk mail

EISENHOWER DECISION MATRIX

	URGENT	NOT URGENT
IMPORTANT	DO IT	SCHEDULE IT
NOT IMPORTANT	DELEGATE IT	DELETE IT

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