[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=11203&utm_source=template-word&utm_medium=content&utm_campaign=Eisenhower+Matrix-word-11203&lpa=Eisenhower+Matrix+word+11203)**EISENHOWER MATRIX TEMPLATE**

Use this template to prioritize project tasks and determine which activities to tackle,   
delegate, or delete in order to make the most efficient use of your time.

URGENCY

|  |  |  |  |
| --- | --- | --- | --- |
| **HIGH** | **URGENT** |  | **SIGNIFICANT** |
| IMPORTANCE | **DO** |  | **SCHEDULE** |
|  | These are vital tasks with substantial urgency. |  | These are critical tasks with minimal urgency. |
|  |  |  |  |
|  |  |  |  |
|  | **NOT URGENT** |  | **INSIGNIFICANT** |
|  | **DELEGATE** |  | **DELETE** |
|  | These are pressing tasks with negligible impact. |  | These are trivial tasks with minor urgency. |
| **LOW** |  |  |  |
| **HIGH** |  |  | **LOW** |

|  |
| --- |
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