

DECISION MATRIX

What is important is seldom urgent and what is urgent is seldom important. – Dwight Eisenhower

Date :

I M P O R T A N C E	H I G H	Do this second	Do this first	
			HIGH IMPORTANCE, LOW URGENCY	HIGH IMPORTANCE, HIGH URGENCY
			If there's any time left, do this	Do this third
L O W				
		LOW IMPORTANCE, LOW URGENCY	LOW IMPORTANCE, HIGH URGENCY	
LOW		HIGH		
URGENCY				