## **EISENHOWER MATRIX TEMPLATE**

HIGH



LOW

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

HIGH	URGENT	SIGNIFICANT
	These are vital tasks with substantial urgency.	SCHEDULE These are critical tasks with minimal urgency.
IMPORTANCE	NOT URGENT	INSIGNIFICANT
IMP	DELEGATE	DELETE
IMP		

**URGENCY**