Eisenhower Matrix

1. Fill in the four boxes with your pending tasks, taking into account their urgency and importance.

2. Once you have assigned the items to their respective boxes, you will be able to more clearly assess what tasks to perform, schedule, delegate, or delete.

DO

Quadrant 1: Urgent + Important
These are the tasks that must be completed as soon as possible and should not be delegated.
For example: If you work in sales, a task in this box might be to run the final sales meeting with a potential customer.

SCHEDULE

Quadrant 2: Not Urgent + Important
These are tasks that must be completed but do not have an imminent completion date.
For example: If you work as a content manager, you could include next year's content strategy planning.

DELEGATE

Quadrant 3: Urgent + Not Important
These are tasks that need to be resolved quickly but they don't always need your involvement.
For example: Attending a project presentation meeting where you and your work isn't directly impacted.

DELETE

Quadrant 4: Not Urgent + Not important
These are tasks where the effort you'd put into them wouldn't produce meaningful results.
For example: Spending 30 minutes in choosing the right gif for an email.