

EISENHOWER **DECISION** MATRIX

A basic "Eisenhower Box" helps to evaluate urgency and importance. Evaluate tasks using the criteria Important/Not Important and Urgent/Not Urgent, and then place them in the according quadrants. Items may be placed at more precise points within each quadrant.

	URGENT	NOT URGENT
IMPORTANT	<i>DO these tasks today</i>	<i>DECIDE on a time to do these tasks</i>
NOT IMPORTANT	<i>DELEGATE someone to do these tasks</i>	<i>DROP these tasks</i>

The "Eisenhower Method" stems from a quote attributed to Dwight D. Eisenhower:

"I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."

