

Eisenhower Task Priority Matrix Template

Urgent and Important

Tasks that qualify as urgent and important must be completed immediately. They are ones that have a clear deadline and consequences if action is not taken promptly.

- [Insert Notes Here]

Urgent But Not Important

If you can, tasks that are urgent but not important should be delegated. However, if that's not an option, it is best to schedule a block of time each day to complete these tasks, and once the time is up, stop.

- [Insert Notes Here]

Important But Not Urgent

Tasks that are important but not urgent are ones that can be revisited once your urgent and important tasks are completed. These tasks are of strategic value that are typically connected to long-term goals.

- [Insert Notes Here]

Not Important and Not Urgent

Tasks that are not important and not urgent are ones that you should cease doing immediately.

- [Insert Notes Here]