

# Priority Matrix (Eisenhower)

Matrix

planners

PW

PW

PW

PW

PW

PW

PW

**Urgent**

**Not Urgent**

**Do**

Urgent & Important

Handle immediately

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**Schedule**

Not Urgent & Important

Plan a time to do it

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**Important**

**Delegate**

Urgent & Not Important

Hand off when you can

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**Delete**

Not Urgent & Not Important

Drop or ignore

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**Not Important**

PW

PW

PW

PW

PW

PW

PW