

The Eisenhower Matrix (also called the Urgent-Important Matrix) helps prioritize tasks based on urgency and importance. It divides tasks into four quadrants:

1. **Urgent & Important (Do First)** – Tasks that need immediate attention.
2. **Not Urgent but Important (Schedule)** – Tasks that contribute to long-term goals.
3. **Urgent but Not Important (Delegate)** – Tasks that need to be done quickly but can be handled by others.
4. **Not Urgent & Not Important (Eliminate)** – Tasks that are distractions or time-wasters.

The Eisenhower Decision Matrix

