

The Eisenhower Decision Matrix

*"What is important is seldom urgent and what is urgent is seldom important."
- Dwight D. Eisenhower*

Read the detailed article at
<http://www.artofmanliness.com/2013/10/23/eisenhower-decision-matrix>

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

How to Use:

1. Make a list of your common daily activities.
2. Assign each activity to an appropriate quadrant in the matrix.
3. Look for ways to cut time spent on Q1, Q3, and Q4 tasks, and look for ways to spend more time on Q2 activities.