

The Eisenhower Decision Matrix

“What is important is seldom urgent and what is urgent is seldom important.”

-Dwight D. Eisenhower, 34th President of the United States

	URGENT	NOT URGENT
IMPORTANT	Important and urgent <i>Do it now</i> 1	Important but not urgent <i>Decide when to do it</i> 2
NOT IMPORTANT	Urgent but not important <i>Delegate the task</i> 3	Not urgent and not important <i>Do it later</i> 4

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Read the full article at:

www.advicebook.net/the-difference-between-urgent-and-important-tasks