[](https://goo.gl/dtvf56)**EISENHOWER BOX DECISION MATRIX**

|  |  |  |
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|  | **URGENT** | **NOT URGENT** |
|  | **DO** | **DECIDE** |
|  | **Do it.** | **Schedule it.** |
| **IMPORTANT** |  |  |
|  | **DELEGATE** | **DELETE** |
|  | **Find someone to do it.** | **Don't worry about it.** |
| **NOT IMPORTANT** |  |  |

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