**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.**  |
| **NOTIMPORTANT** |   |   |

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