**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11625&utm_source=integrated-content&utm_campaign=/content/eisenhower-matrix-templates&utm_medium=Eisenhower+Priority+Matrix+doc+11625&lpa=Eisenhower+Priority+Matrix+doc+11625)EISENHOWER PRIORITY MATRIX TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | URGENT | | | |  | NOT URGENT | | | |
| IMPORTANT | DO | Do these things today. | | |  | DECIDE | | Schedule a time to do these things. | |
|  | | | |  |  | | | |
|  |  | |  |  |  |  | |  |  |
| NOT IMPORTANT | DELEGATE | | | Who can do these things for you? |  | DELETE | Do not do these things. | | |
|  | | | |  |  | | | |

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