

EISENHOWER DECISION MATRIX TEMPLATE – PDF

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URGENT

NOT URGENT

IMPORTANT

DO IT

- Answer urgent emails
- Attend daily scrum
- Address customer issues
- Finish slides for meeting

SCHEDULE IT

- Mentoring staff
- Attend daily scrum
- Professional development
- Competitor analysis

NOT IMPORTANT

DELEGATE IT

- Upload blog post
- Meetings that don't require my attendance
- Review customer feedback
- Schedule meetings

DELETE IT

- Scroll social media
- Sort junk mail

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SCHEDULE IT

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DELETE IT

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