EISENHOWER MATRIX
For Task Prioritization

IMPORTANT

URGENT

NOT URGENT

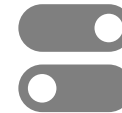**NOT IMPORTANT**

URGENT & IMPORTANT

- High-impact work
- Crisis Management
- Business imperatives

DO

NOT URGENT & IMPORTANT

- Strategic Planning
- Tasks that can be scheduled
- Personal Development

DECIDE

URGENT & NOT IMPORTANT

DELEGATE

- Operational tasks
- Some low-impact meetings
- Consider automating

NOT URGENT & NOT IMPORTANT

DELETE

- Meetings without an agenda
- Low-value tasks
- Time-wasters

APEXIUM GROWTH