

The Eisenhower Matrix

The Eisenhower Matrix helps prioritise tasks by urgency and importance, offering structure and reducing stress. It categorises tasks into: do first, schedule, delegate, and don't do.

Do first: These tasks are both important and urgent and should be completed immediately.

Schedule: These tasks are important but not urgent. You should plan a time to do them.

Delegate: These are the tasks that are urgent, but not as important to you specifically.

Don't do: These are neither important nor urgent tasks. Avoid them if you can!

