

EISENHOWER MATRIX

The Eisenhower Matrix was developed by Dwight D. Eisenhower. The Eisenhower Decision Matrix, also known as the Urgent-Important Matrix, is a powerful tool for time management. It helps you to decide on and prioritize your tasks based on urgency and importance while sorting out less urgent and less important tasks.

1 Urgent & Important

2 Important & Not Urgent

3 Urgent & Not Important

4 Not Urgent & Not Important