



EISENHOWER

Decision Matrix

HANY ZUHUDI
STUDIO DESK
TEMPLATE

Separate what is urgent from what matters, then act on the difference.

IMPORTANCE →

● Do

URGENT • IMPORTANT

● Schedule

IMPORTANT • NOT URGENT

● Delegate

URGENT • NOT IMPORTANT

● Delete

NEITHER

URGENCY →

Name an owner in the same sentence as the decision, or it has not been delegated.

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