

The Eisenhower decision matrix

1. Do first

Urgent and important

These are tasks that require our immediate attention and also work towards fulfilling our long-term goals and missions in life.

2. Schedule

Less urgent, but important

These tasks are typically centred around strengthening relationships, planning for the future, and improving yourself. Most time should be spent on tasks in this section.

3. Delegate

Urgent, but less important

These are tasks that require our attention now (urgent), but don't help us achieve our goals or fulfill our mission (not important).

4. Don't do

Neither urgent nor important

These activities aren't pressing nor do they help you achieve long-term goals or fulfill your mission as a human. They're primarily distractions.
