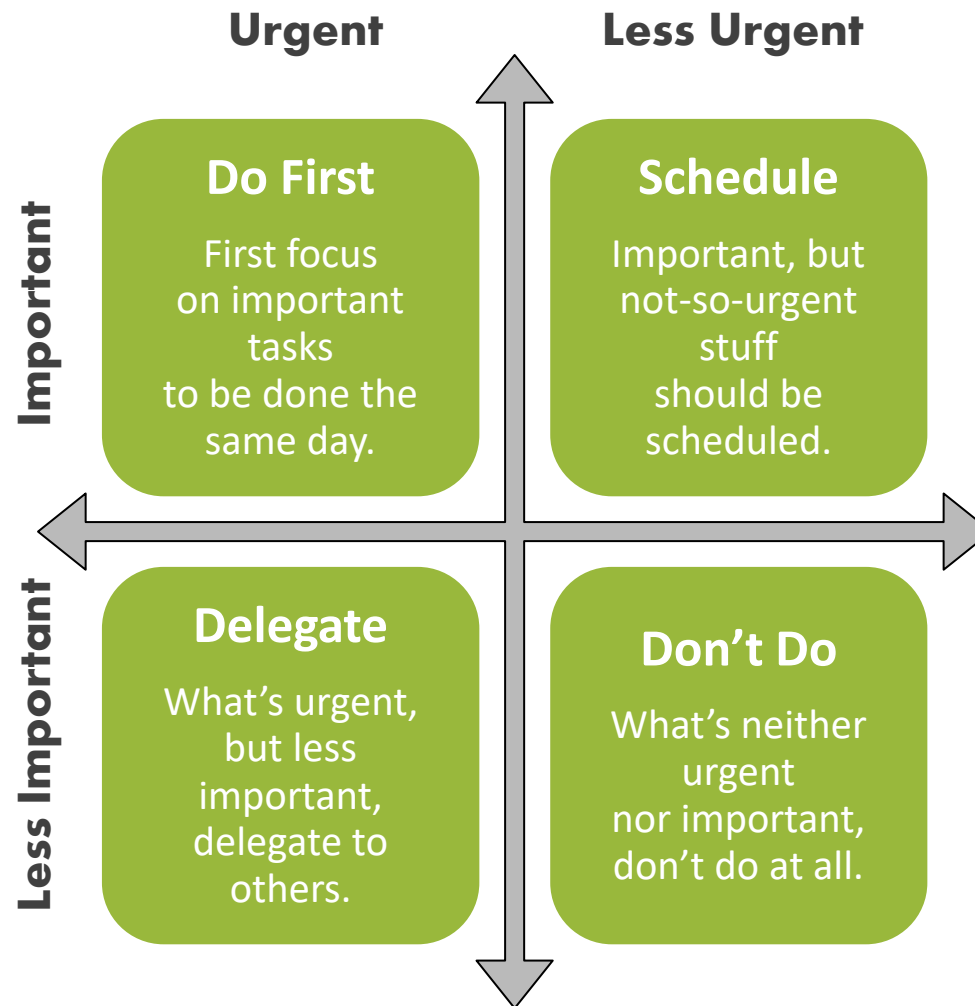


The Eisenhower Matrix



Dwight D. Eisenhower was the 34th President of the United States from 1953 until 1961. Before becoming President, he served as a general in the United States Army and as the Allied Forces Supreme Commander during World War II. He also later became NATO's first supreme commander.

Dwight had to make tough decisions continuously about which of the many tasks he should focus on each day. This finally led him to invent the world-famous Eisenhower principle, which today helps us prioritize by urgency and importance.



<https://www.eisenhower.me/eisenhower-matrix/>

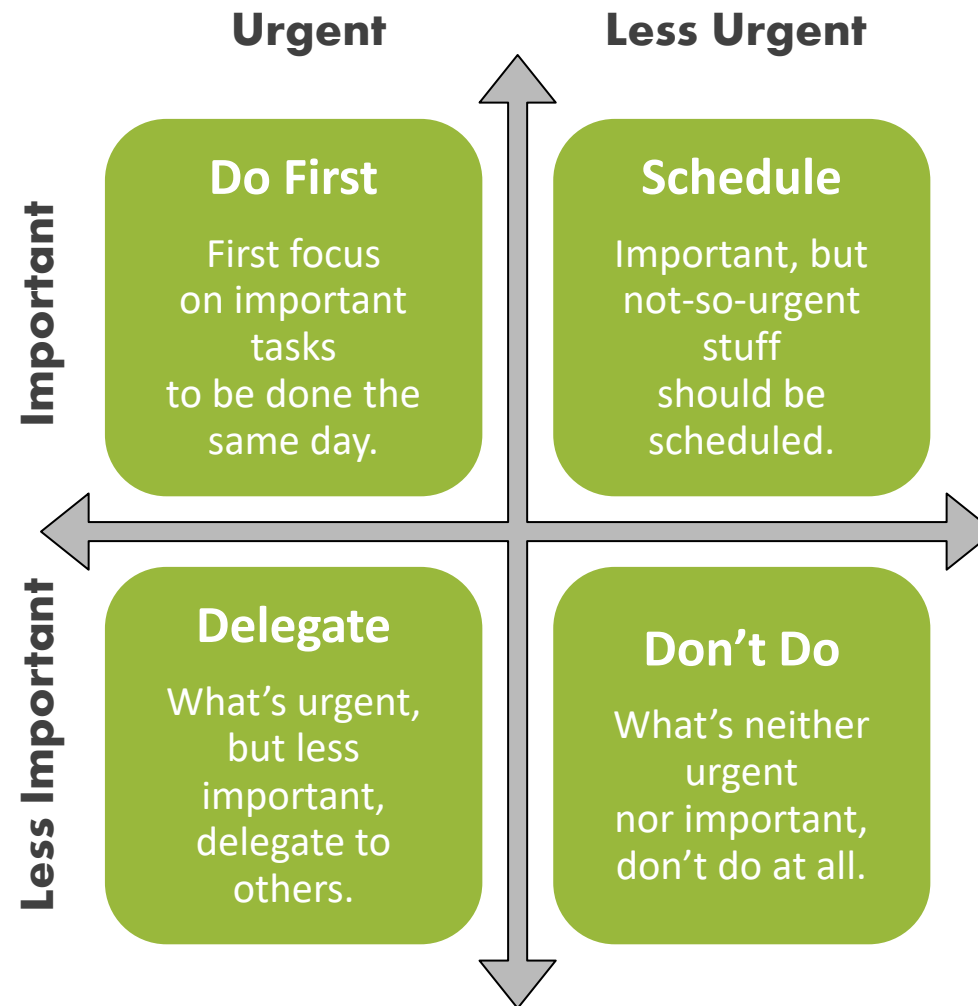
The Eisenhower Matrix



How to Use The Eisenhower Matrix

Prioritizing tasks by urgency and importance results in 4 quadrants with different work strategies:

1. We call the first quadrant *Do first* as its tasks are important and need to be done today or tomorrow at the latest.
2. The second quadrant we call *Schedule*. Its tasks are important but less urgent. You should list tasks you need to put in your calendar here.
3. The third quadrant is for those tasks you could *delegate* as they are less important to you than others but still pretty urgent.
4. The fourth and last quadrant is called *Don't Do* because it is there to help you sort out things you should not be doing at all.



For more detail, go to <https://www.eisenhower.me/eisenhower-matrix/>