**the Eisenhower priority matrix**

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| --- | --- | --- | --- |
|  |  | **When is this task due?** | |
|  |  | **Urgent** | **Not Urgent** |
| **Does this task contribute to my marks?** | **Important** | **DO NOW (QUAD OF NECESSITY)** | **DO ASAP (QUAD OF QUALITY)** |
| **(I) Important & Urgent** | **(II) Important & Not Urgent** |
|  |  |
| **Not Important** | **DELEGATE | DELETE | DO THE MINIMUM (QUAD OF DECEPTION)** | **IGNORE (QUAD OF WASTE)** |
| **(III) Not Important & Urgent** | **(IV) Not Important & Not Urgent** |
|  |  |

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| --- | --- | --- | --- |
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|  |  |
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