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The Eisenhower Priority Matrix

"What is important is seldom urgent and what is urgent is seldom important."

- Former President Dwight D. Eisenhower

The following tool was developed by business thinker Stephen Covey, and made popular in his book "The 7 Habits of Highly Effective People". Use it along with the worksheet on the next page to get your tasks in order.

	URGENT	NOT URGENT
CRUCIAL	1 do now	2 schedule & do asap
NOT CRUCIAL	3 delegate	4 ignore or delete

