Eisenhower Matrix Template

|  | Urgent | Not Urgent |
| --- | --- | --- |
| Important | Urgent and Important:  Tasks that require immediate attention and are critical for your goals. | Not Urgent but Important:  Tasks that are important for achieving long-term goals but do not require immediate action. |
| Not Important | Urgent but Not Important:  Tasks that demand attention but do not contribute significantly to your long-term objectives. | Not Urgent and Not Important:  Tasks that neither require immediate action nor contribute to your long-term goals. |