The Eisenhower Box

The Eisenhower box was popularised by former Supreme Commander of the Allied Expeditionary Force in Europe and U.S. President Dwight D. Eisenhower. Use it to decide whether tasks on your to do list and urgent/not urgent and important/not important. Depending on the box the task goes in, you will know whether to get it done, delegate it to someone else, decide a future date to do it or eliminate it from your agenda.

	Important	Not Important
Urgent	DO	DELEGATE
Not Urgent	DECIDE	ELIMINATE

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