**Prioritization: Eisenhower Box**

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| --- | --- | --- |
|  | **Urgent** | **Not Urgent** |
| **Important** | **DO**  *Do these tasks immediately.* | **DECIDE**  *Schedule a time to complete these tasks.* |
| **Not Important** | **DELEGATE**  *Turn these tasks over to someone else.* | **DELETE**  *Eliminate these tasks.* |