

	Urgent	
	Quadrant I: Urgent and Important	\mid I
Important	Do	D
	Critical tasks that need immediate attention.	Due Date

Not Urgent	
Quadrant II: Important but Not Urgent	II
SCHEDULE	
Tasks that are essential for future success but don't require immediate action.	Due Date

	Quadrant III: Urgent but Not Important	II
	DELEGATE	
Not Important	Tasks that need to be addressed soon but are not crucial. They can often be delegated.	Due Date
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II		
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Quadrant IV: Not Urgent and Not Important DELETE	V
Tasks that are low-priority and can often be eliminated.	Due Date