

Urgent vs. Important (*The Eisenhower Decision Matrix*)

1. Consider current opportunities and challenges.
2. Categorize based on Urgent:
 - a. A task that requires immediate attention. Deadline-driven, urgent tasks are often required from external factors and pressure.
3. Categorize based on Important:
 - a. A task that contributes to your long-term mission, values, and goals.
4. Select: Do First, Schedule, Delegate, Eliminate.

