

# EISENHOWER MATRIX

## PRIORITIZE YOUR DAY

THIS MATRIX IS A GREAT WAY TO VISUALIZE WHAT TASKS TAKE PRIORITY OVER OTHERS AND HOW TO BEST BLOCK YOUR TIME FOR THEM.

*Instructions: Fill the boxes in with all the things you have to do today, then **block time** for the #1s, **schedule time** for the #2s, and **Delegate** the #3s and **delete** the #4s.*

