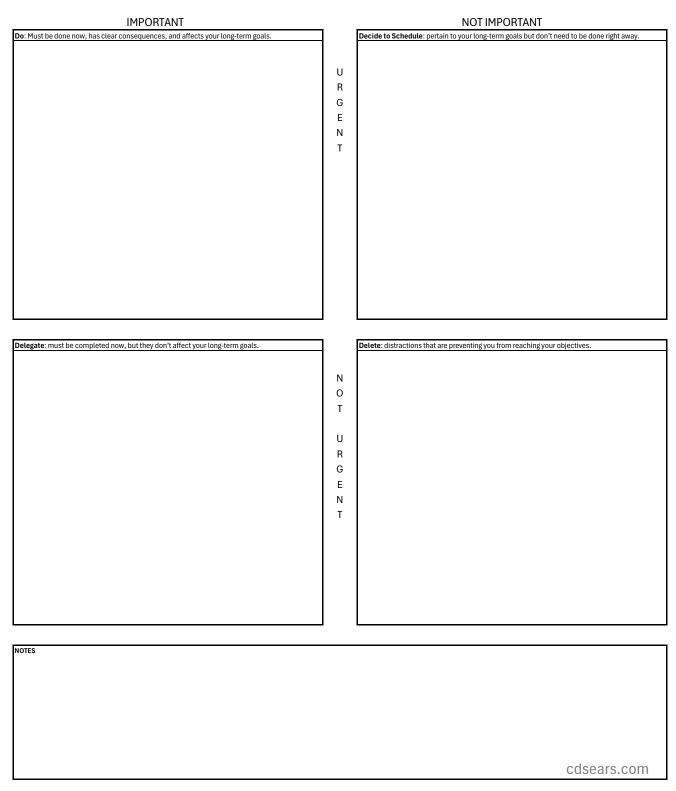
The Eisenhower Matrix

Make a list of all the tasks that you feel need to be completed, then place them into the following quadrants that you feel they belong.



"I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."