

# THE EISENHOWER BOX

<b>URGENT + IMPORTANT // DO NOW</b>	<b>NOT URGENT + IMPORTANT // SCHEDULE</b>
<b>URGENT + NOT IMPORTANT // DELEGATE</b>	<b>NOT URGENT + NOT IMPORTANT // DELETE</b>

**THINGS I NEED TO GET DONE**

**THINGS I WANT TO GET DONE**

# HOW IT WORKS

<p><b>URGENT + IMPORTANT // DO NOW</b></p> <p>Do them now. No question.</p> <ul style="list-style-type: none"><li>- Study for test</li><li>- Finish paper</li><li>- Finish blog post</li></ul>	<p><b>NOT URGENT + IMPORTANT // SCHEDULE</b></p> <p>Schedule a time for each of these.</p> <ul style="list-style-type: none"><li>- Write letters</li><li>- Do laundry</li><li>- Clean out bedroom</li></ul>
<p><b>URGENT + NOT IMPORTANT // DELEGATE</b></p> <p>Give these to someone else who can do them for you.</p> <ul style="list-style-type: none"><li>- Promote blog on social media</li><li>- Respond to emails</li></ul>	<p><b>NOT URGENT + NOT IMPORTANT // DELETE</b></p> <p>Completely forget about these or do them later.</p> <ul style="list-style-type: none"><li>- Learn a new guitar song</li><li>- Go shopping</li><li>- Clean out Pinterest</li></ul>

**THINGS I NEED TO GET DONE**

**THINGS I WANT TO GET DONE**

If you're not sure what category one of your tasks goes in, decide if you need to get done, and want to get it done.