**Eisenhower Matrix Template**

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| Date: |  |

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| **URGENT** | | |  | **NOT URGENT** | |
| **I**  **M**  **P**  **O**  **R**  **T**  **A**  **N**  **T** | **DO immediately** | |  | **PLAN and prioritize** | |
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| **N**  **O**  **T**  **I**  **M**  **P**  **O**  **R**  **T**  **A**  **N**  **T** | **DELEGATE for completion** | | **DELETE these tasks** | |
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| NOTES: | | | | | |
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Manage your to-dos with **[Upbase](https://upbase.io/)**