**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/)**