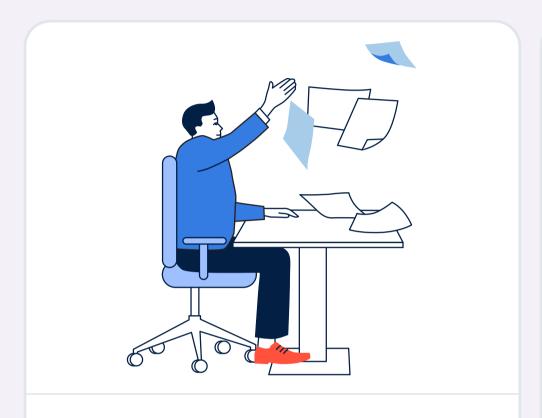
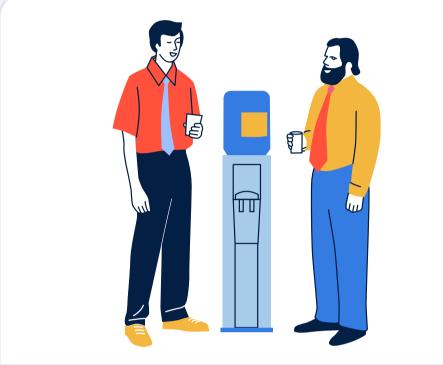
Eisenhower Matrix:

Important Vs. Urgent

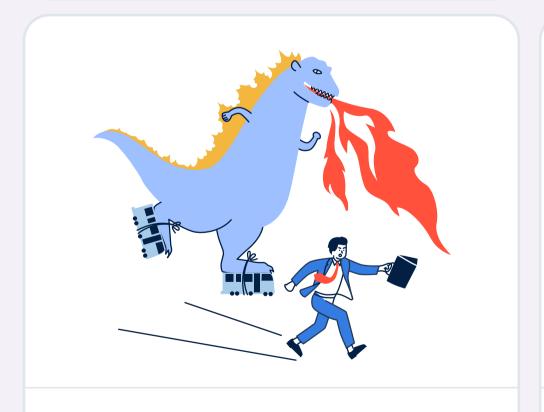
A tool for prioritizing tasks based on their urgency and importance



Important and urgent



Important but not urgent



Urgent but not important



Not importany and not urgent