

EISENHOWER MATIX

DATE: _____

Q1	Do First		NOTES
Urgent, not Important	1		Spending too much time putting out fires in Q1 often leads to stress and burnout.
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Q2	Schedule		NOTES
Not Urgent, Important	1		Focusing in Q2 is the sweet spot where you work on opportunity and growth.
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Q3	Delegate		NOTES
Urgent & Important	1		Doing busy work in Q3 does not move you closer to your long-term goals.
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Q4	Don't Do		NOTES
Not Urgent, not Important	1		Tasks in Q4 are distraction activities that waste time and don't help achieve your goals.
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*It is not enough to be **BUSY**...*

The question is: what are we

***BUSY** about?*