

## Drag and Drop

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Look at the list of responsibilities and determine which quadrant each one belongs to.

<b>Responding to non-urgent texts</b>
<b>Attend important appointments</b>
<b>Long-term goal planning</b>
<b>Skill development activities</b>
<b>Complete school assignments</b>
<b>Random online shopping</b>
<b>Non-essential house chores</b>
<b>Social media browsing</b>

<b>Urgent health matters</b>
<b>Building personal relationships</b>
<b>Excessive socializing</b>
<b>Attend family events</b>
<b>Playing video games excessively</b>
<b>Pursuing hobbies and interests</b>
<b>Watching TV shows/movies</b>
<b>Endless scrolling on social media</b>

# EISENHOWER MATRIX TEMPLATE

Use this template to prioritize project tasks and determine which activities to tackle, delegate, or delete in order to make the most efficient use of your time.

<b>HIGH</b> ↑ <b>IMPORTANCE</b> ↓ <b>LOW</b>	<b>URGENT</b> <b>DO</b> These are vital tasks with substantial urgency.	<b>SIGNIFICANT</b> <b>SCHEDULE</b> These are critical tasks with minimal urgency.								
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<b>NOT URGENT</b> <b>DELEGATE</b> These are pressing tasks with negligible impact.	<b>INSIGNIFICANT</b> <b>DELETE</b> These are trivial tasks with minor urgency.									
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	<b>HIGH</b> ← <b>URGENCY</b> → <b>LOW</b>									