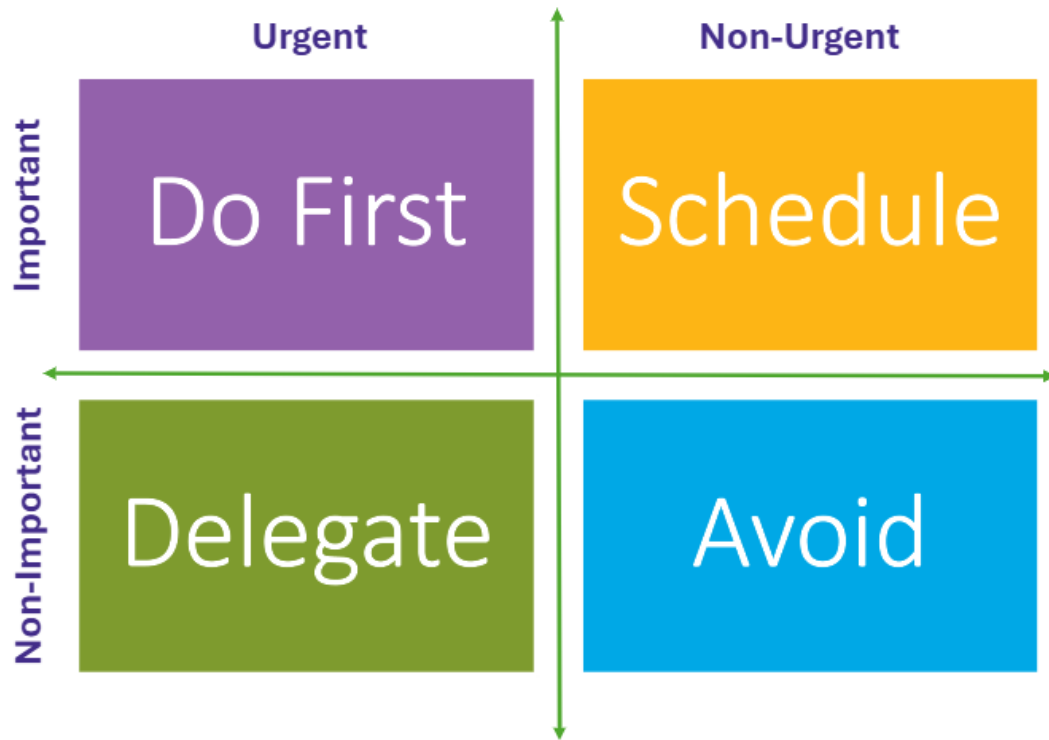


The Eisenhower Decision Matrix

How do I decide what's important?



Do First: This is your highest priority task.

Schedule: Ensure you've made ample time for this task – it isn't due urgently, but it will need to be done.

Delegate: Consider what can be outsourced, if possible. E.g. eating a frozen meal or ordering takeout during a busy exam season

Avoid: Eliminate as much as possible.

Source:

Covey, S. (1989). *The 7 Habits of Highly Effective People: Restoring the Character Ethic*. Simon and Schuster.

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