



JOB AID

EISENHOWER MODEL

URGENT

LESS URGENT

IMPORTANT

DO FIRST

Important tasks to be done in
priority
Tasks to do yourself

PLAN

Important tasks and less
urgent
Tasks to plan

**LESS
IMPORTANT**

DELEGATE

Urgent tasks and less
important for you
Tasks to delegate

UNNECESSARY TASKS

Tasks that are neither urgent
nor important
Tasks not to be done