The Eisenhower Matrix: Prioritize tasks based on their urgency and importance.

	Urgent	Not Urgent
Important	**Quadrant 1: Do** "The Fire-Fighting Zone" Tasks are both urgent and important, demanding immediate attention.	**Quadrant 2: Schedule** "The Visionary Zone" Tasks are pivotal for long-term success, but don't require immediate action.
Not Important	**Quadrant 3: Delegate** "The Delegation Zone" Tasks here seem pressing, but may not align with your larger goals	**Quadrant 4: Eliminate** "The Elimination Zone" asks here neither serve an immediate need nor align with long-term objectives.