

Productivity & Balance: Plan your Fall Semester
Eisenhower Matrix Self-Evaluation

	URGENT	LESS URGENT
IMPORTANT	<p><i>DO: Things that are important to me, and will definitely get done because they must.</i></p>	<p><i>DECIDE: Things that are important to me, for which I need to carve out time and space.</i></p>
LESS IMPORTANT	<p><i>LIMIT: Things that I might need to say "no" to, or find less time-consuming ways to handle.</i></p>	<p><i>DELETE: Things that don't benefit me, which I think I spend too much time on.</i></p>