

THE EISENHOWER BOX

	URGENT	NOT URGENT
IMPORTANT	<p>DO <i>Do it now.</i></p> <p>Assignments that are due this week.</p> <p>** Spend less time here by spending more time in important/not urgent, taking initiative for future assignments!</p>	<p>DECIDE <i>Schedule a time to do it.</i></p> <p>Reading for upcoming assignments.</p> <p>Bonus point opportunities.</p>
NOT IMPORTANT	<p>DELEGATE <i>Who can do it for you?</i></p> <p>Ensure equal participation in group work for classes.</p> <p>Ask your roommate to get the groceries this week.</p>	<p>DELETE <i>Eliminate it.</i></p> <p>Distractions that make you feel worse afterward, like checking social media or watching Netflix. Can be okay in moderation!</p>

*"What is important is seldom urgent and what is urgent is seldom important."
-Dwight Eisenhower, 34th President of the United States*