

Four Quadrant To-Do List

A free printable from 4todo (4to.do). Write every task in a quadrant, then act.
Do first, schedule, delegate, or eliminate - one move per task.

	URGENT	NOT URGENT	
IMPORTANT	DO FIRST Urgent + Important ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____	SCHEDULE Important, Not Urgent ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____	
	NOT IMPORTANT	DELEGATE Urgent, Not Important ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____	ELIMINATE Not Urgent, Not Important ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____