

GOT TASKS BUT NO TIME?

When lots of tasks are vying for your attention, the hardest thing to do can be prioritizing which one to get done first- especially if things keep getting stacked on your plate or if you get reminders of other tasks.

Instead listing out all your tasks, try putting them in the Eisenhower Matrix!

Developed by 34th president Dwight D. Eisenhower during his military time & presidency, this tool helps busy individuals (like yourself) divide and conquer what needs to get done. First, categorize each task in the appropriate quadrant. Then make a list after you've decided what actually needs to get done.

Do:

- Only list tasks that need to get done now, has clear consequences if not done, and completion of it effects your long-term goals

Schedule:

- These are tasks that are important, but not pressing. Completing these does affect your long-term goals.

Delegate:

- While not urgent, and not affecting your long-term goals, these tasks are still important to complete. If your specific skillset is not required, delegate these tasks to others.

Delete:

- Any unimportant or un-urgent tasks can get in the way of you accomplishing your goals. Clear distractions to help you better prioritize what you need and want to do.



Tips:

- Color code the quadrants
- Only have 10 items per quadrant
- Make a To-Do list after you've eliminated and delegated
- Eliminate first, they prioritize tasks