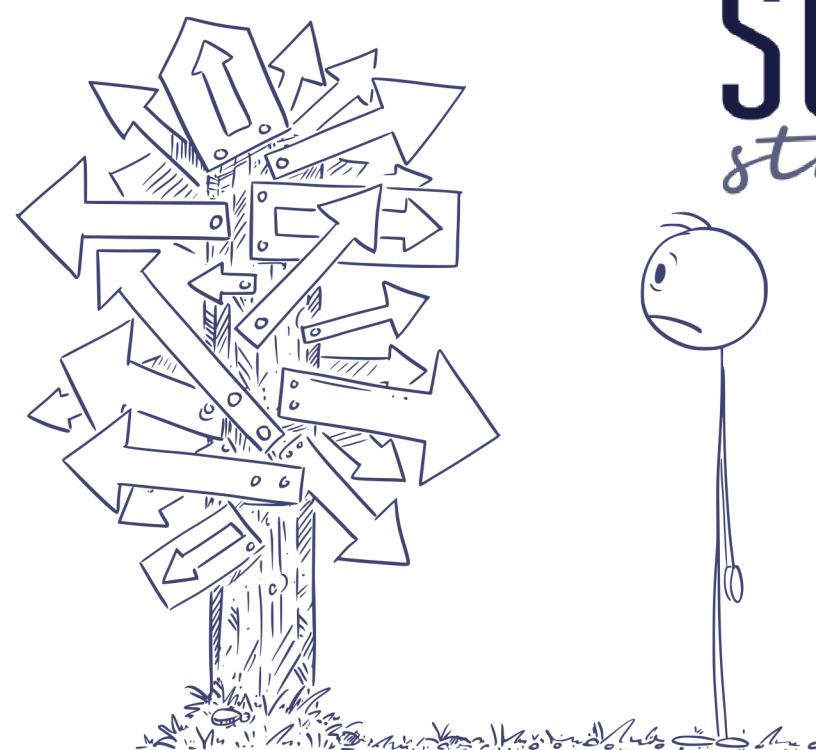


Productivity Tips:

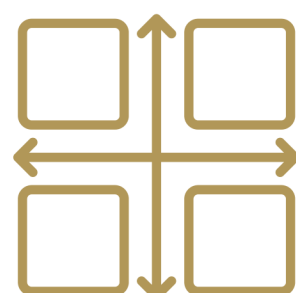
Doing less to get more done.



Eisenhower Matrix

What is the Eisenhower Matrix?

A prioritisation tool where work is broken into distinct actions and time allocations.



Why use it?

Ensure focus on the highest priority work to be done. Label work based on impact.



How do you use it?

Prior to starting work, look at all the tasks and allocate them to a quadrant based on Urgency and Importance.



Keep Going!

Every time new work is identified, assign it to a quadrant, then work on it as indicated.



Pro Tips:

Use this technique for the things that can distract you as well (email, etc.).
Use this as a team to ensure alignment on key deliverables.

