

Eisenhower Matrix

	Urgent	Less urgent
Important	<p>Do first</p> <p>⊖</p> <p>Urgent and important</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Schedule</p> <p>Ⓜ</p> <p>Less urgent, but important</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Less important	<p>Delegate</p> <p>Ⓜ</p> <p>Urgent, but less important</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Don't do</p> <p>⊖</p> <p>Neither urgent nor important</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

— Get the right things done. — **EISENHOWER** — More on www.eisenhower.me —

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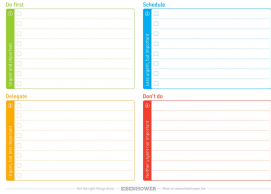
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Eisenhower....

- Putting things to-do on a list frees your mind.
 - But always question **what is worth doing** first.
- Try limiting yourself to no more than **eight tasks per quadrant**. Before adding another one, complete the most important one first.
 - Remember: It is not about collecting but finishing tasks.
- You should always **maintain only one list for both business and private tasks**.
 - That way you will never be able to complain about not having done anything for your family or yourself at the end of the day.
- **Do not let you or others distract you**. Do not let others define your priority. Plan in the morning, then work on your stuff. And in the end, enjoy the feeling of completion.
- Finally, **try not to procrastinate** that much. Not even by over-managing your to-dos.

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