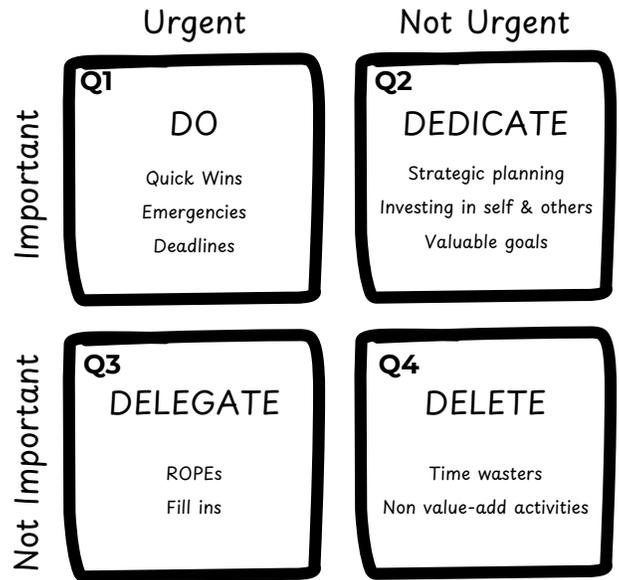


Eisenhower Matrix

1. Step One:

Review your calendar for the previous week.
Identify what activities fall into Q1, Q2, Q3, and Q4.



2. Step Two:

Identify where you have opportunities to:

DO instead of procrastinating. 100% of what we do now, gets done!

DEDICATE time unapologetically instead of giving away this time to less important requests and activities.

DELEGATE where you can. Just because you CAN do something, doesn't mean you SHOULD. See our Ultimate Guide to Effective Delegation to help you.

DELETE tasks that are timewasters. Turn off distractions, delete apps, have someone hide the remote, or take a cleansing break from social media and mindless scrolling.