

7 Steps to Successful Time Management



Eisenhower Matrix

Urgent

Not Urgent

Important

DO NOW

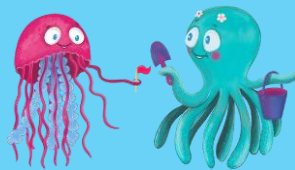
DO LATER



Not Important

DELEGATE

ELIMINATE





HIGH ENERGY TASKS

LOW ENERGY TASKS

TIME SENSITIVE TASKS

TODAY'S MOTIVATION

NOTES :

