

# Time Management

## Overview

- Importance
- Procrastination
- **Task Planning**
  - Eisenhower Matrix
  - **Task Distribution & Delegation**
- Project Planning: Gantt Charts
- Assignment

# Eisenhower Matrix

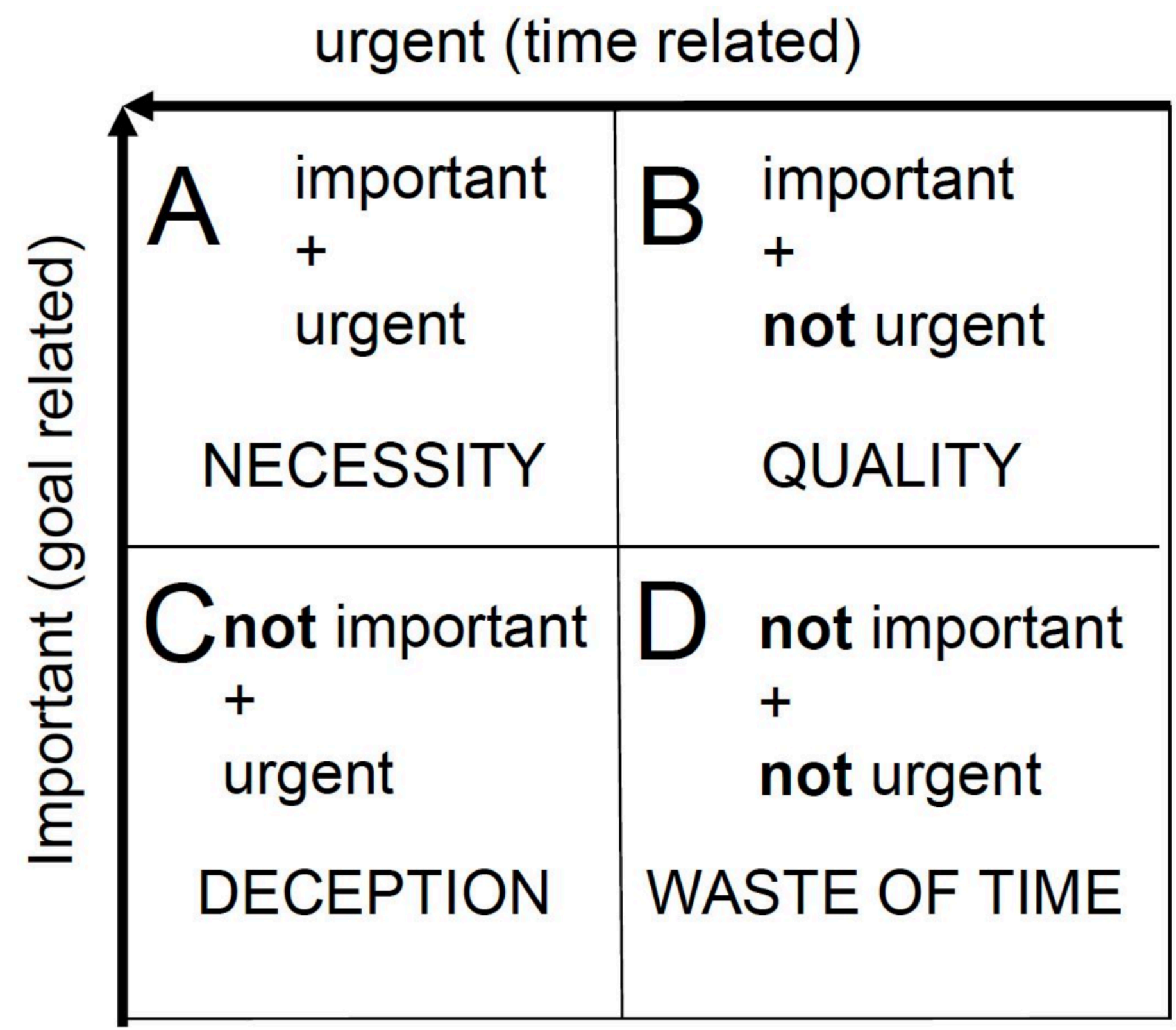
## What?

- Time-management framework
  - Helps prioritising a list of tasks or agenda items
  - Focuses on categorising items according to their urgency and importance
- Attributed to the American military officer Dwight D. Eisenhower

*“I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent.”*

# Eisenhower Matrix

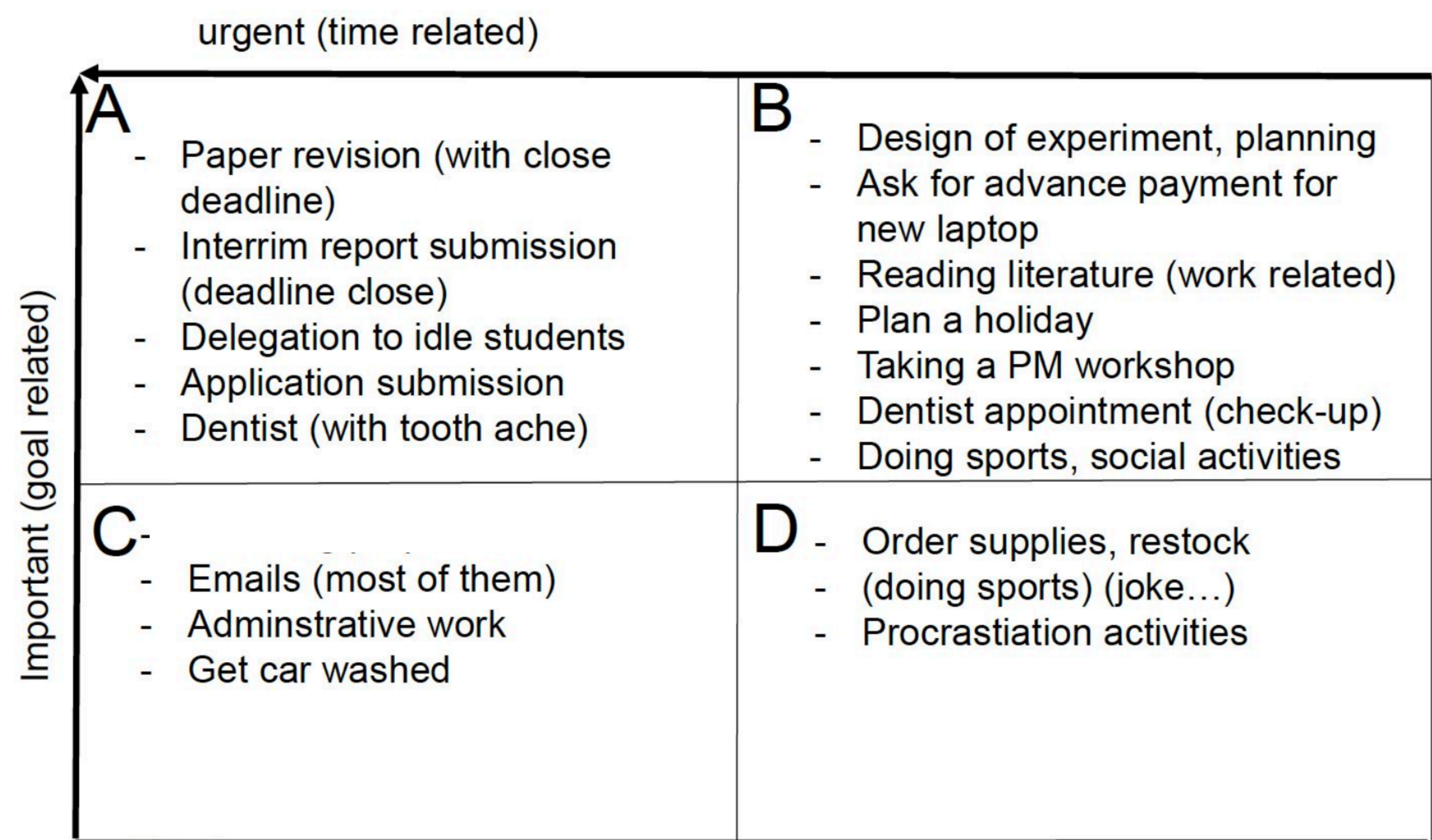
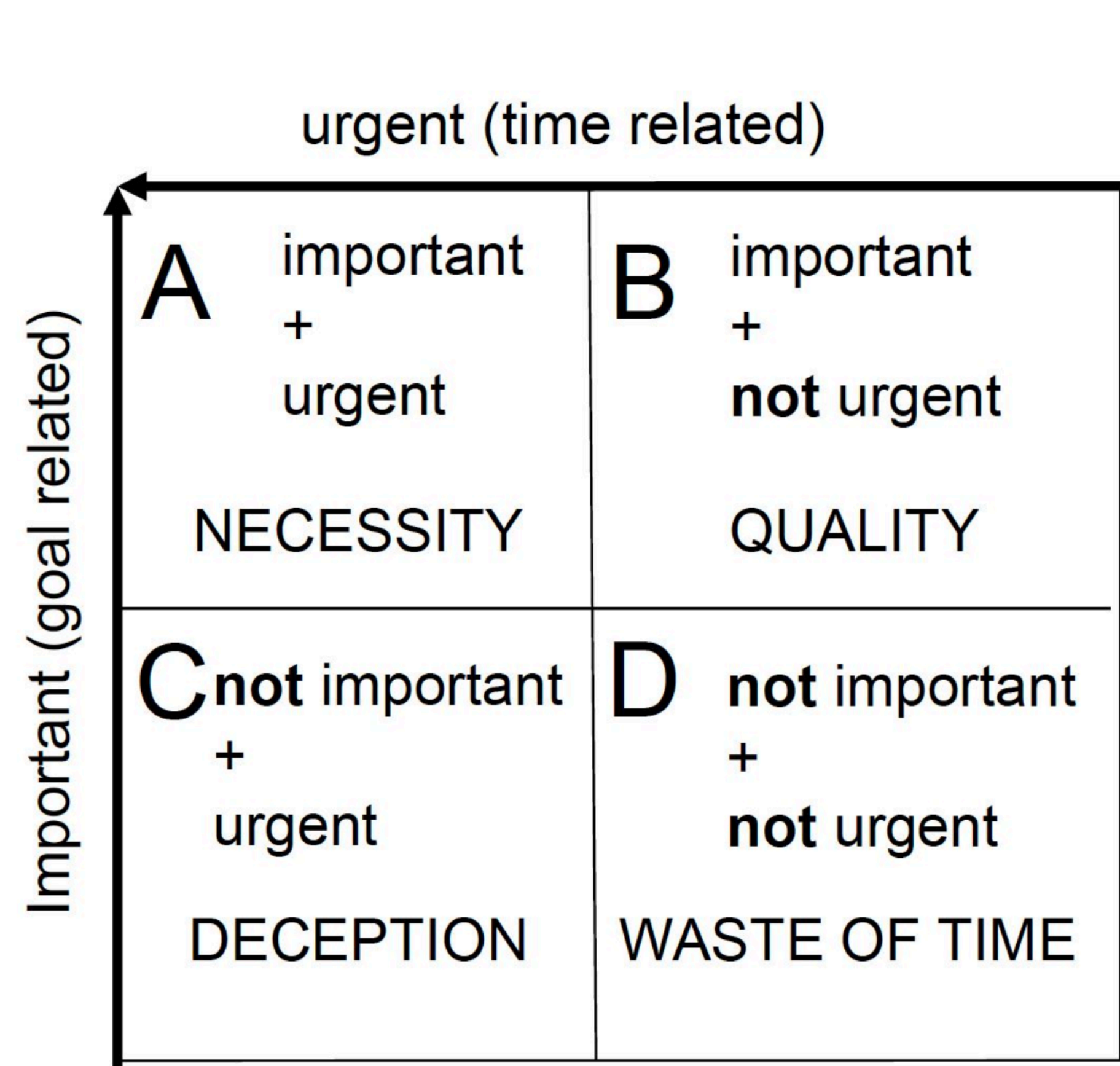
## Example





# Eisenhower Matrix

## Example





# Task 2

## Team Work (~ 10 min)

- Write down a list of 15-20 study-related tasks/activities that you and your pair have to handle this week as a team
- Classify your activities in the quadrants of the Eisenhower matrix

