

Implementing effective time management practices

- Create task lists
- Prioritize
- Avoid distractions
- Delegate
- Identify bottlenecks



The Priority Matrix

(Eisenhower Matrix)

How important is the task?	High Importance	Action: Do First	Action: Do Next (or schedule)
	Low Importance	Action: Do Later (or delegate)	No Action: Don't Do
		High Urgency	Low Urgency

How urgent is the task?

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	Urgent	Not Urgent
Important	Fire Crying Baby Income Tax	Workout Vacation Financial Planning
Not Important	Weekly Calls Interruptions	Time Waste Irrelevant Emails

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3 P OF TIME MANAGEMENT

PLANNING

PRIORITIZING

