

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: <b>Do First</b>	Action: <b>Do Next</b> (or schedule)
	Low Importance	Action: <b>Do Later</b> (or delegate)	No Action: <b>Don't Do</b>
		High Urgency	Low Urgency

© 2020 SkillsYouNeed.com



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

www.trumpexcel.com

3 P OF TIME MANAGEMENT

PLANNING

PRIORITIZING

