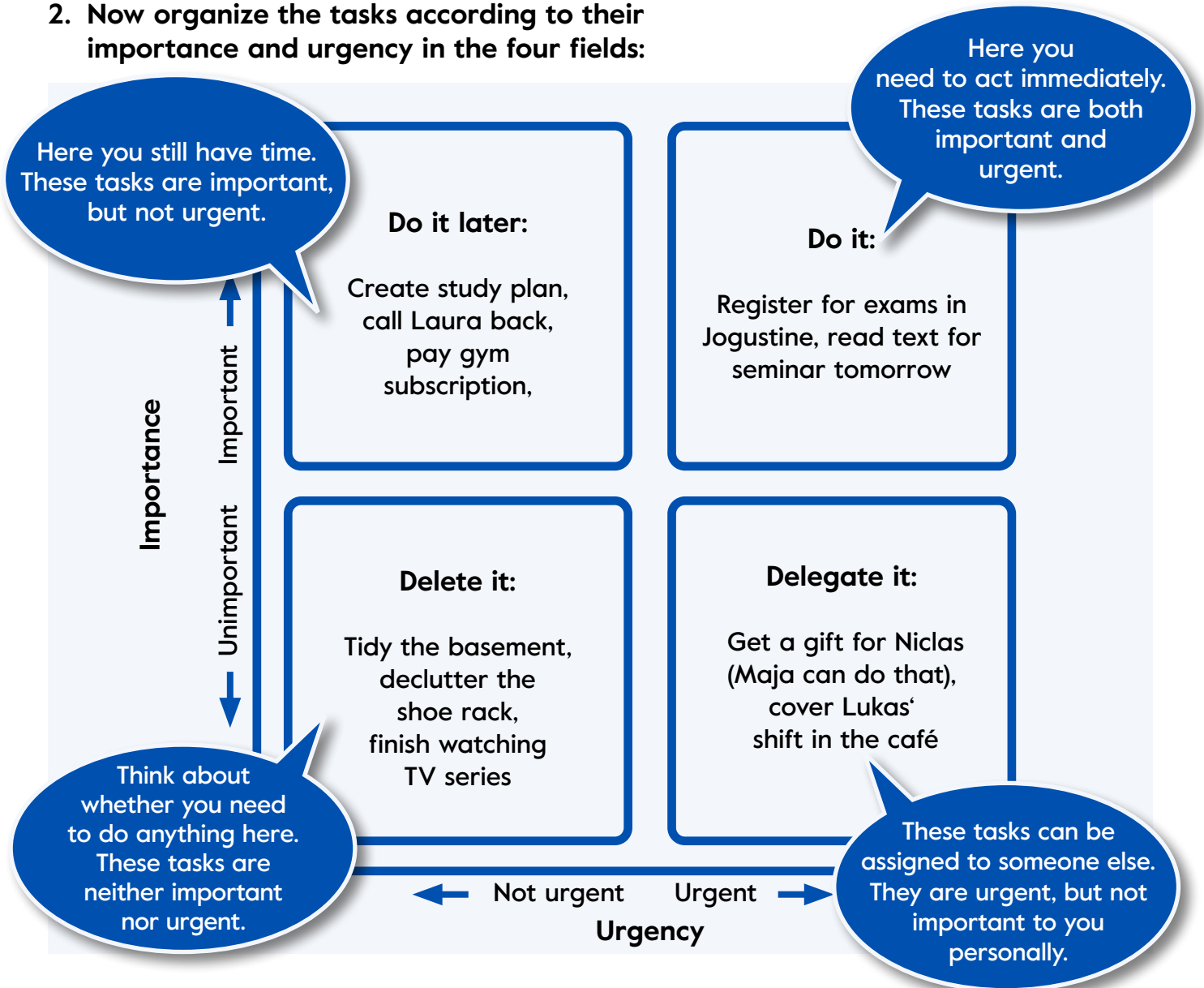


Setting priorities - example: The Eisenhower matrix

1. Write a to-do list for your tasks:

... Call Laura back, tidy the basement, pay gym subscription, register for exams in Jogustine, create a study plan for examination period in 2 months, get a gift for Niclas, read text for seminar tomorrow, declutter the shoe rack, finish watching TV series, cover Lukas' shift in the café, ...

2. Now organize the tasks according to their importance and urgency in the four fields:



Setting priorities: The Eisenhower matrix

1. Write a to-do list for your tasks:

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2. Now assign the tasks in accordance with their importance and urgency to the four fields:

