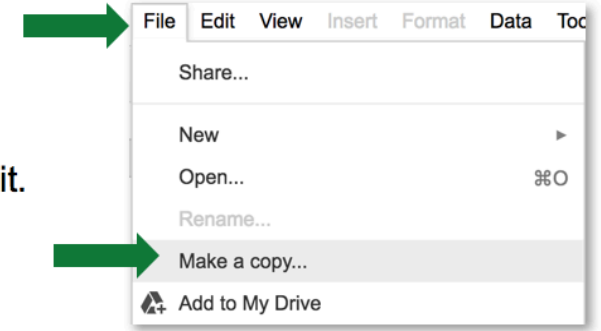


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EISENHOWER PRODUCTIVITY MATRIX TIME MANAGEMENT FOR ENTREPRENEURS

Notes for Using This Template

Use this template to prioritize project tasks and determine which activities to tackle, delegate, or delete in order to make the most efficient use of your time.

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EISENHOWER PRODUCTIVITY MATRIX

TIME MANAGEMENT FOR ENTREPRENEURS

URGENT

NOT URGENT

IMPORTANT

DO FIRST

- Deliver estimates to client
- Rent larger office space to accommodate new employees
- Prospecting for new clients



SCHEDULE

- Business goal setting
- Improve online presence
- Plan for trade show



NOT IMPORTANT

DELEGATE

- Change internet provider
- Answering emails
- Buy office supplies



DELETE

- Extra weekly meeting
- Clean up old emails
- Multiple coffee breaks outside the office



EISENHOWER PRODUCTIVITY MATRIX

URGENT

NOT URGENT

IMPORTANT

DO FIRST

• ...



SCHEDULE

• ...



NOT IMPORTANT

DELEGATE

• ...



DELETE

• ...



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