

Work smarter, not harder



Improving your time management helps you keep stress under control. **The Eisenhower Matrix tool** can help focus on high-quality rather than high-quantity work. This simple grid lets you prioritise tasks quickly, depending on how important and urgent they are.

| | Urgent | Not Urgent |
|---------------|--|--|
| Important | Do - Do it now | Decide - Schedule a time to do it |
| Not Important | Delegate - Who can do it for you? | Delete - Eliminate it |