

Marginal Gains Refining Your Approach



Defining the task My job is to		
	consider ditching.	
Additional Comments		



The Eisenhower Matrix, also referred to as Urgent-Important Matrix, can help you decide on and prioritise tasks by urgency and importance, sorting out less urgent and important tasks which do not help you perform better.

	URGENT	NON URGENT
IMPORTANT		
NOT IMPORTANT		
Additional Comments		
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