

The Eisenhower matrix – use your time better

The Eisenhower matrix is a way to organise tasks by urgency and importance. It helps you focus your time and energy on what matters. Use it to examine how you spend your time. Plan how you will focus and organise more of your time and energy on the important activities in the top row.

Not urgent but Important: DECIDE WHEN Goal setting, planning, development	Urgent and Important: DO IT NOW High-impact tasks or crises
Not urgent and not Important: DELETE Distractions and time wasters	Urgent but not Important: DELEGATE Interruptions or other people's issues

A neuroaffirmative life coach who listens without judgement to create safe, creative thinking spaces.
Remarkable conversations for breakthrough moments. Transformative changes for deep, lasting impacts.
If you can't think it through on your own, I'll help you make it happen.

Let's start your own remarkable conversation: guilmantcushcoaching.co.uk guilmantcushcoaching@gmail.com