Episode #65 - Additional Materials for Podcast Subscribers

Notebook:	Projects - Recorded/Completed Episodes
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About this template:

Prioritize all your tasks and to-dos into one of four quadrants in this 'Eisenhower Matrix'. Think of a task you need to do today. How do you decide when you'll get it done, given all the competition from other items on your to-do list? Use the Eisenhower Matrix to help you figure it out. Where you decide your task falls within a specific quadrant dictates where, when, and how long you should take to do that task..

URGENT + IMPORTANT *Do it now*	IMPORTANT, NOT URGENT *Decide when to do it*
☐ Task 1	☐ Task 1 — do on [DATE]
☐ Task 2	☐ Task 2 — do on [DATE]
☐ Task 3	☐ Task 3 — do on [DATE]
URGENT, NOT IMPORTANT *Delegate*	**NOT URGENT, NOT IMPORTANT** *Do it later / Dump it*
☐ Task 1 — delegate to [NAME]	☐ Idea 1
☐ Task 2 — delegate to [NAME]	☐ Idea 2
☐ Task 3 — delegate to [NAME]	☐ Idea 3

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