**Appendix 0.2 - ACTIVITY 1 (2 hours)**

**The Eisenhower matrix**

|  |  |  |
| --- | --- | --- |
| **IMPORTANCE** | **important but non-urgent** tasks that are important to achieve the goal, but their implementation may wait without prejudice to the end result    To plan.  To implement systematically.  Check the degree of implementation.    **non-urgent and unimportant** tasks that, from the point of view of our goals, have no meaning and at the same time the time of their implementation is not limited in any way, "time thieves"  **To avoid!** | **urgent and important** tasks of strategic importance for our goal, and at the same time necessary to be completed as soon as possible, urgent, timely and crisis    Do it in person immediately    **urgent but unimportant** tasks that we must complete relatively quickly, but they are completely irrelevant to our goals, tasks commissioned by someone else      **Delegate**. |
| **URGENCY** | | |
| **IMPORTANCE** | **important but non-urgent**  -  -  -  -  -  -  -  -  -  **non-urgent and unimportant**  -  -  -  -  -  -  - | **urgent and important**  -  -  -  -  -  -  -  -  -  **urgent but unimportant**  -  -  -  -  -  -  - |
| **URGENCY** | | |

Enter your goals in the table below (in the left column). Then, based on the Eisenhower matrix, analyze their hierarchy of importance and set the order of implementation.

|  |  |  |  |
| --- | --- | --- | --- |
| **OBJECTIVES / TASKS TO BE IMPLEMENTED** | **PRIORITY** | | **PRIORITY** |
| **IMPORTANT** | **URGENT** |
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