

# MOTIVATE YOURSELF!

## EISENHOWER-MATRIX

### A - TO DO IT IMMEDIATELY

| ✓ | TASK |
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### B - TERMINATE AND THEN DO IT YOURSELF

| ✓ | TASK |
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### C - DELEGATE TO OTHERS

| ✓ | TASK |
|---|------|
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### D - DON'T FOLLOW UP (TRASH)

| ✓ | TASK |
|---|------|
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|   |      |

For each of your tasks, think about how urgent they are and whether you have to do them yourself. After you have assigned an priority to each task, first terminate your B tasks and delegate all C tasks to other people. Then you work off your A-tasks.