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Last updated on November 3, 2020 It takes to be productive to do things correctly and on time. So, how do you know which tasks are essential and which ones can wait? The answer is in the priority matrix, also known as Eisenhower Matrix. La matrix got its name after Dwight David Eisenhower. Eisenhower was a general in the United States Army and the 34th president of the United States from 1953 to 1961. As a five-star general and supreme commander in the United States Army, he drafted the strategy for an allied invasion of Europe. So, he came up with the famous Eisenhower Matrix, or the matrix of priorities. What is the priority matrix? The priority matrix is a tool for assessing activities based on urgency. Learn about critical tasks and tasks you need to ignore, and can be useful in project management, small businesses, or personal tasks. Eisenhower famously said of the matrix: Most of the tasks that are urgent are not important, and most of the tasks that are important are not urgent. This quote has become the ultimate for Eisenhower in managing his time. There are four quadrants in the priority matrix, which help compare choices of what to do before and last, allowing you to prioritize projects and create a strategic plan. The quadrants are: Do Schedule Delegate Delete Do Do is the first quadrant in the priority matrix and incorporates important tasks. That is, those tasks that you must carry out urgently: crises, deadlines and issues that need your urgent attention and that are very relevant to your life mission. Hw do you know what task is part of this dial? Start by analyzing your priorities and then determine if it fits the failo policy now. If the activity is feasible within a day or within 24-48 hours, it is urgent. Another approach that can be taken in prioritizing tasks in this category is to adopt the principle of eating the frog from Mark Twain. This principle recommends doing the most urgent tasks as soon as you wake up. Here's a practical example. Let's say you need to draft a content strategy and send a report to your manager. It's Saturday, and the deadline for submission is Monday. Can we say that the activity is urgent? Definitely! Schedule The second quadrant of the prioritisation matrix is Schedule. The priority matrix classifies activities in this category as important but not urgent. These are long-term objectives and tasks with no immediate deadline. These tasks could include meditation, diary, study, family time, and exercise. You can schedule tasks in this quadrant for another period. For example, you should exercise for good health, but you can allocate time to Schedule these tasks so that they do not transfer to the Do or Urgent quadrant. Make sure you have enough time to make them happen. Delegation The third quadrant quadrant the priority definition matrix is Delegate. These tasks are not important to the user, but they are quite urgent for others. That's where teamwork comes in. You can technically perform tasks in this category, but it makes sense to delegate them. Delegating tasks will give you more time to follow tasks in the first two quadrants. You also need to monitor delegated activities. It will be a pure waste of time if you do not have a monitoring system for delegated tasks. Delete The Last Quadrant highlights your productivity killers. These tasks are not important to your goals and are not urgent. The only way to increase productivity is to eliminate them. Some examples are constantly checking your phone, watching movies or playing video games. They may also be bad habits that you need to identify and delete from your daily and weekly schedule. Successful people have learned to prioritize and respect what's important. They learned to find a better person for a task or eliminate less significant tasks. Let's consider two inspiring personalities who designed their prioritisation system. Warren Buffet has developed a two-voice prioritisation model to determine which task deserves his best attention. The bottom line is to bypass things that are important and useful, but not at the top of priorities. Mark Ford, a business consultant, marketer, self-made millionaire, and author came up with his strategy: Start working on the most crucial priority, take a break, work on the second most important task, take a break, then solve the less important activities and activities he received from other individuals by the afternoon. How to use the priority matrix Using the priority matrix can be difficult if you are new to it, but following a few simple steps, you can learn how to use it in the best possible way. 1. List and rank your priorities Highlight all the tasks you need to do in a day. Then, classify them with criteria weighted according to urgency and importance. Identify any activity that requires timely action. I am referring to a task which, if it is not completed that day, could have a serious consequence. For example, if you don't send your content strategy, other content authors can't work. It means that you need to check for high-priority dependencies. 2. Defining value The next step is to examine the importance and assess which of them has the greatest impact on the company or organization. As a general rule, you can check which tasks have a higher priority than others. For example, you need to take care of the customer's needs before taking care of any internal. You can also estimate the value by examining the impact of the business on people and customers in your organization. Simply put, the greater the impact of an activity on people or organization, the higher the priority. 3. Removing the most challenging task Procrastination is not a symptom of laziness, but circumvention is. The truth is that it generally avoids homework want to do. Former Goldman Sachs CEO Lloyd Blankfein once said he would take the most feared task first when he arrived at the office. Brian Tracy called these tasks the frogs you need to eat. This will remove the annoying terror, which increases the pressure on you when you postpone the necessary tasks. This is where the priority matrix can help: eat the Do frogs immediately. If you need help overcoming procrastination, check out this article. 4. Know what is important to you As long as you are in this cosmos, you will always encounter different choices that can be contradictory to your goals. For example, a fantastic promotion that requires excessive travel isolates you from important relationships. If you are not attentive to the priority, you can accept it, even if your family is your priority. Therefore, it makes sense to identify what is important to you and prepare not to compromise those important things for immediate pleasure or gain. Yogi Berra subtitled this way: If you don't know your destination, you might end up somewhere else. 5. Establish regular No Work Time YouTube CEO Susan Wojcicki established a rule not to check her emails between 6 pm and 9 pm. According to a CNN Business report, she was the first woman to apply for maternity leave when Google just started. Do you prioritize dinner time with your family despite being the CEO of YouTube? Is it possible to cut time for our relationships and interests outside of work? Of course, and that's why you need to set your time no work. This approach will allow you to renew energy levels for the next task. In addition, you will be in the best position for introspection as you are not in your usual work area. 6. Know when to stop You can get everything on your list sometimes. After evaluating workload priorities and evaluating estimates, remove the remaining tasks from the priority list and focus on the most urgent and important tasks. Conclusion It is not enough to succeed at work. Make sure you make time for your family and an important relationship in your life. Starting and finding time can be difficult, but with some practice using the priority matrix, you will find that you are more productive and better able to divide your time between the things that are important to you. Other priority tips Photo company: William Iven via unsplash.com Emma Watson has her own book club, Bill Gates reads at least 50 books a year while Agatha Christie was known for reading up to 200. President Roosevelt read a book every day - all the most successful people in the world were voracious readers, but with the to-do list always growing, it is almost impossible to adapt to all this you should do it in a day. There are, however, plenty of tips to help you read more every day, because if there's a habit to finding time, it's doing its nose in a book. Reading has an almost innumerable amount of performance. Not only is it a and fun pastime, but reading has also been scientifically proven to be good for you. But between work, family obligations, social life, and all netflix bingeing, it's hard to find time to overcome all your obligations, let alone get over your Bunch Being Read Thankfully, there are tons of simple tips that you can incorporate into your daily life that will help you get through more books every day. Take it from someone who reads for a living: here are 10 tips for reading more books.1. Schedule the reading time. You program when you're going to pick up a class at the gym, when you're going to meet friends for a drink, when you're going to go to the doctors, so why not schedule time for reading? When you have something written in your schedule, it's more likely to really do so because you have the time and expectation to do so. Making the reading park your daily routine is the best way to start reading more books, more regularly.2. Download the address books to your phone. How many hours a day do you spend scrolling through your phone, whether it's social media, your inbox or news websites? That's what I thought. Instead of looking at images from 64 weeks ago, download a book to your phone — there are dozens of apps, free and paid — and spend your scrolling time reading something, not just staring at the screen.3. Listen to audiobooks. Driving by car, going by train, shopping at the grocery store, training in the gym - there are dozens of situations that are perfect for multitasking with the help of an audiobook. If you don't have time to sit back and read, you can certainly find time to move and listen.4. Take advantage of book podcasts. There are so many different ways to enjoy books that don't really require you to turn the page. For when you're constantly on the go, but want to put more reading into your life, try book-related podcasts. They have author interviews, live readings, wonderful stories, and lots of book content to help read more — perhaps not just in the traditional sense.5. Join a book club. There are dozens of perks to getting into a book club, but the best is that they help you read more books. When you're part of a book club, you're expected to read a number of books in a certain amount of time, and when you're not the only one holding yourself accountable for your reading, you're even more motivated to do so.6. Read with (or for) a partner. You don't have to choose between spending time with your significant other when choosing to read together. Whether you do the time at the end of the night to read in bed together, create your couple's book club, or read each other aloud, making reading an activity you do together means making it an activity you can do more often.7. If you don't like a book, put it away. Have you ever been stuck in a reading groove you just can't get out of? It's time to change your book. Instead of wasting time reading a book that you don't like or that can't get through, put it away and reach for something that can keep your attention. When you like what you're reading, you want to read more.8. Read more than one book at once. When your TBR stack is as tall as the Empire State Building, the only way to get through it is to read more than one book at once. Try mixing genres, reading your science fiction in the morning, and your love story at bed time. Less confusing than you might think, reading more than one book at a time will make you navigate through your over-baked shelves.9. Read while practicing. If you want to try to do everything on your daily to-do list, you need to learn how to do two things at once. Fortunately, exercise and reading are two activities that go well together. Whether you're reading a physical book on your exercise bike or listening to an audiobook as you run on the treadmill, there are plenty of book exercises you can learn to do.10. Having books everywhere. The easiest way to read more books more often? You have them everywhere. On the bedside table and nightstand, hidden in your cubicle and hidden in the bag, downloaded to your phone and cued on your tablet - anywhere you can put a book, put one there. If you can see them and reach the, chances are you'll read them. Images: readsleepfangirl/Instagram, Gifia (10) (10)

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