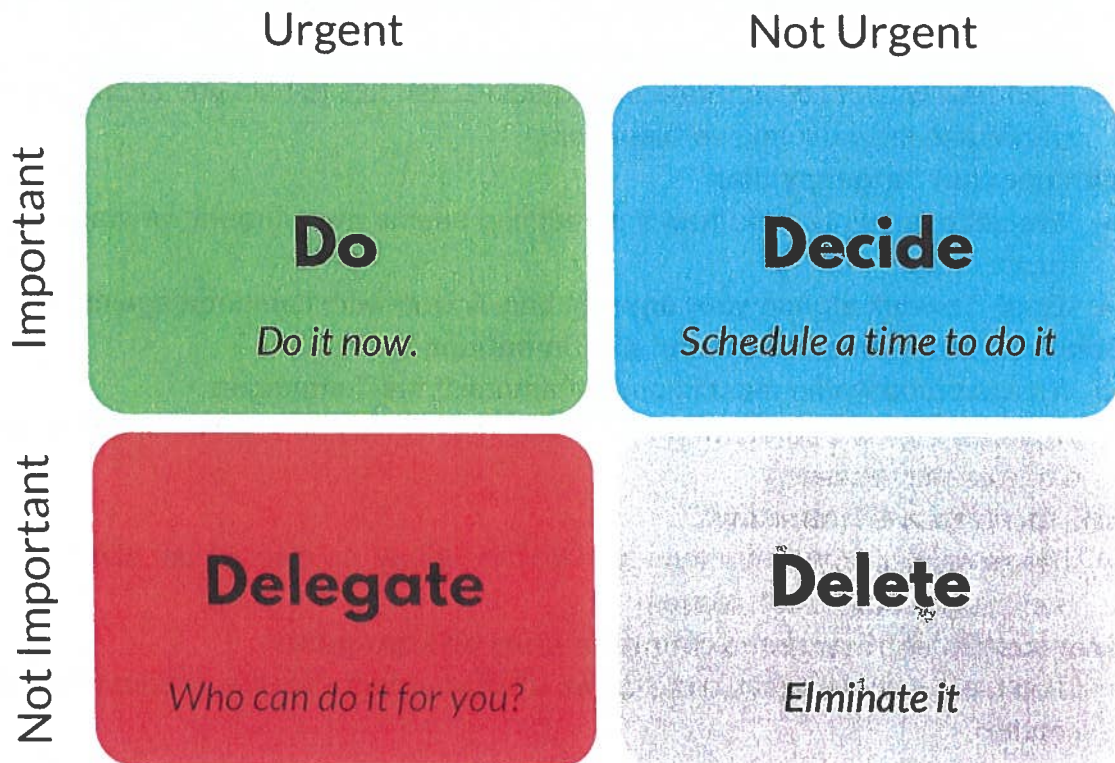


What's on My Plate?

Instructions: Write down 5 things on your to do list that must be completed before next Wednesday.

1.	
2.	
3.	
4.	
5.	

The Eisenhower Decision Matrix



What's on My Plate?

Strategies for Prioritizing Time Management & Prioritization

1. **Re-think your self-care!**
2. **Think about whether if you are a task-focused or people focused**
3. **3. Manage your “urgency bias”**
4. **Schedule extra time before and after meetings**
5. **Only plan for a 4-5 hour day!**
6. **Use a traffic light system to monitor your task progress**
7. **Don't lose your ideas---but don't let them lose your train of thought either!**

1.Re-think your self-care!

- We have a natural urgency to try & squeeze in self-care when we are already experiencing burnout #nothealthy #nobuono
- By managing your time & tasks, it helps provide healthy ways to not only avoid future burnout but to provide more time to get tasks done!

2. Think about whether if you are a task-focused or people-focused

- Understanding what motivates you is a big component of effective time management
- If you're task-focused, then you get the satisfaction of getting things done!
- You may need to find more ways to implement more control over projects or allot more time altogether
- If you're people-focused, your main motivation comes from working with others or getting acknowledged for your work
- Find new ways to collaborate on projects & ask folx to hold you accountable to showcase the work you've been doing!

3. Manage your “urgency bias”

- We get to a point where how if something seems more urgent, we can't help but focus on that
- Goal: To work around your urgency bias & work with it and not against it!

4. Schedule extra time before and after meetings

- This is probably the most important amongst the 7 strategies
- By planning time before and after meetings, it gives us a sense of comfortability to relax and reassess

5. Only plan for a 4-5 hour day!

- There's only so much that you can do in one day, so instead just plan for a 4-5 hour day & let the rest happen!

6.. Use a traffic light system to monitor your task progress

- If you're a visual person, write down all of your tasks for the week or even the month
 - Ex: Spreadsheet, planner, etc.

What's on My Plate?

- Color coding your tasks is beneficial! #doit
- This helps giving you a glimpse where you are falling behind on

7. Don't lose your ideas---but don't let them lose your train of thought either!

- Sometimes, we might have a great idea in the middle of working on a task/project
- Switching in between tasks also slows us down/less energized
- Make sure to write your thoughts down!

Resources:

<https://www.eisenhower.me/>

