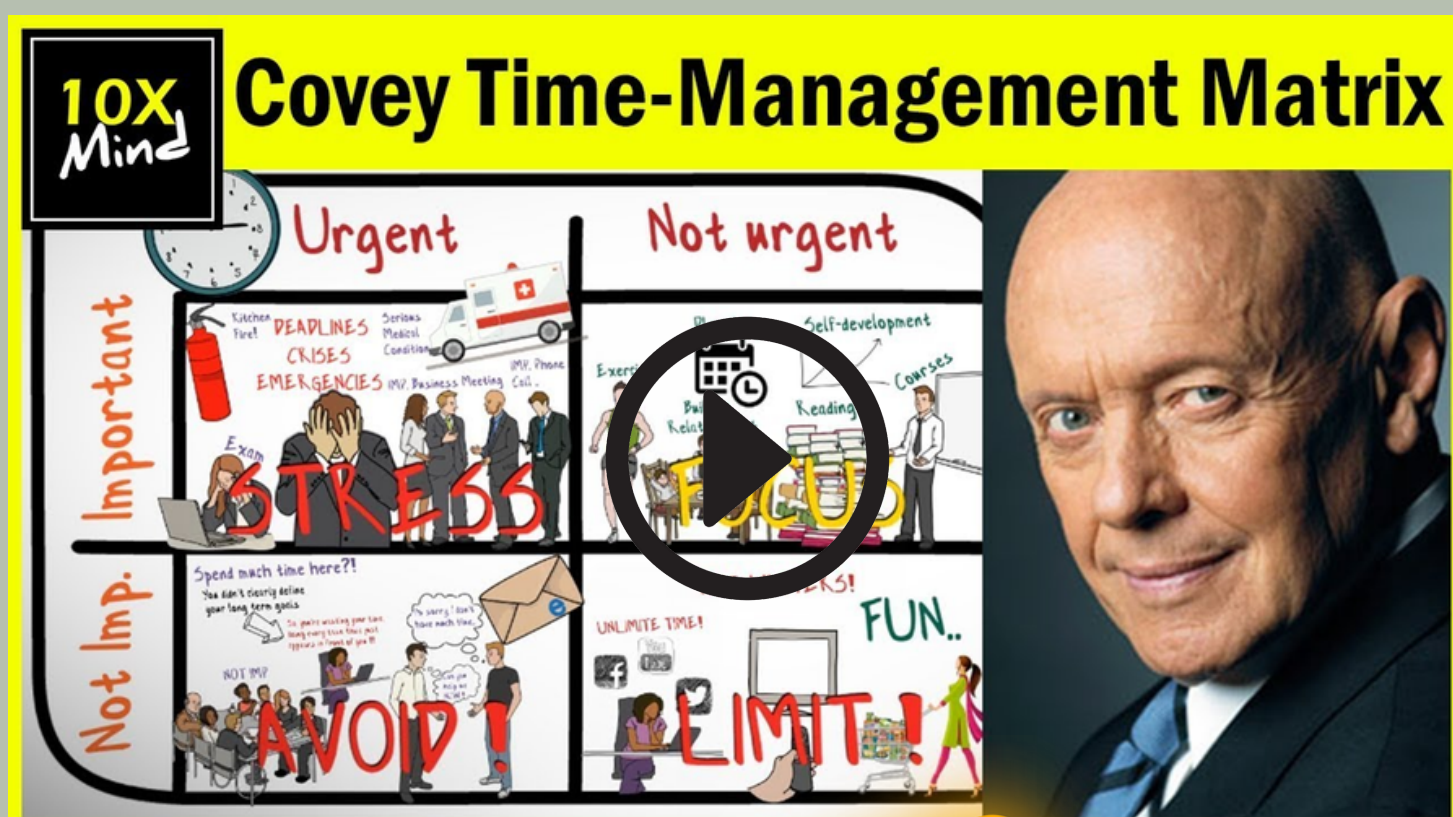
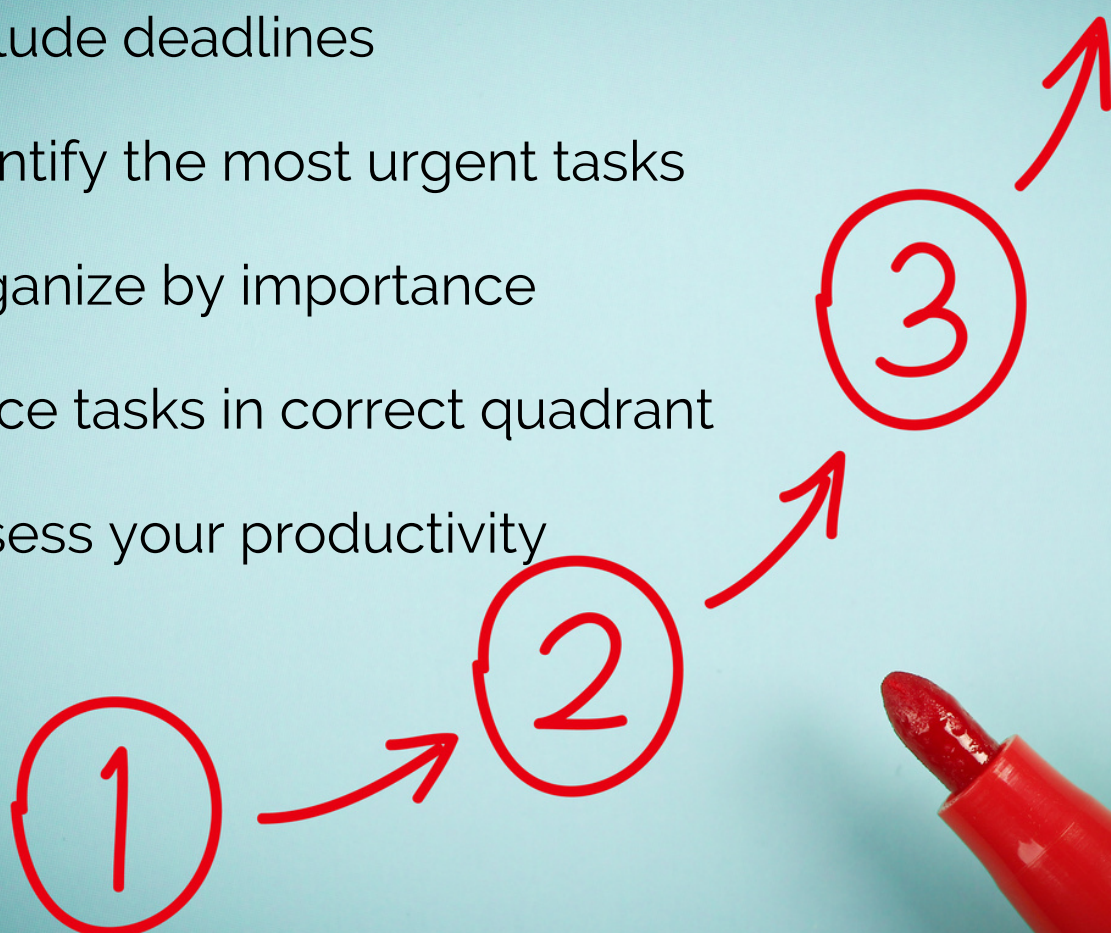


Maximizing your time



- List the task you need to complete
- Include deadlines
- Identify the most urgent tasks
- Organize by importance
- Place tasks in correct quadrant
- Assess your productivity



Applying the Matrix