Eisenhower Matrix

	Not important	Important
Not urgent	• Should be avoided in the first place • If unavoidable, they should take up as little time and mental capacity as possible • For example, avoid doing those during the hours of a day you are most productive and can focus more easily • PROCRASTINATION :D Examples: reading all e-mails immediately, scrolling through social media,	• Get either easily overlooked and never happen or they became urgent eventually • But this is where 'the magic happens' and these tasks can help you become, who you want to be and help you achieve what you want to achieve in the longer run • Things that a meaningful to you Examples: writing you dissertation (up to a certain point :D), a podcast?,) , reading latest articles in your field, learning something new or improving skills, taxes···
Urgent	• Like above try to batch them as much as possible and try to not disrupt your 'important' tasks to do tasks falling into this category – be honest with yourself :D	• Will usually get done anyways • Should be prioritised • Should be done in an efficient and if possible time-restrained manner, for example: give your self two hours to finish x instead of a not-well-defined timeframe of 'this week' or 'today' Examples: Deadlines, Certain steps in your experiments, working on the review of a manuscript

PHDtalk by Miriam

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NOT URGENT		
URGENT		

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