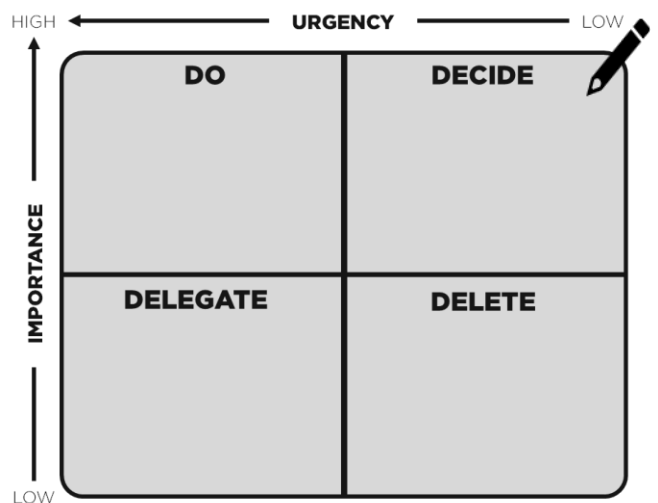


# Time management



List your current tasks and then plot them (using the assigned number) onto the Eisenhower Matrix on the next page:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.




# Time stealers



Time stealers are things that quite literally steal our time and consequently severely impact our management of time and priorities. Consider the following 2 steps:

1. Think about and recognise your imposed and self-imposed time stealers. Note them down in the relevant column
2. Think about how you could effectively manage those time stealers in the opposite column



<b>Reflection: Your time stealers</b>	<b>Action: How will you manage them</b>