



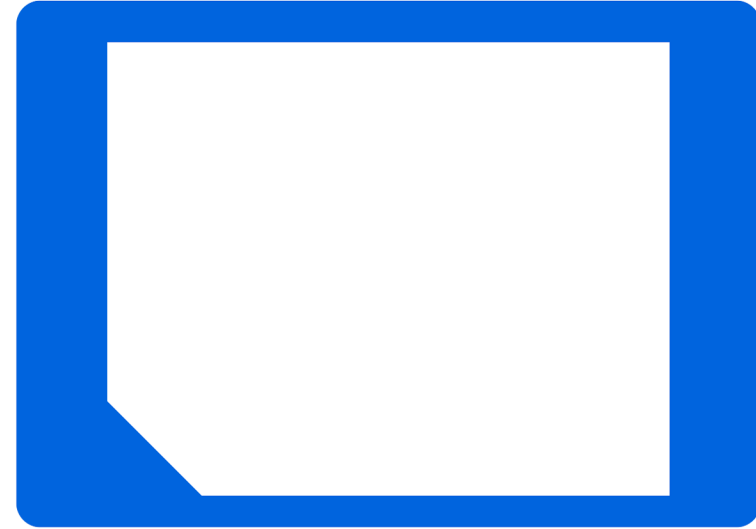
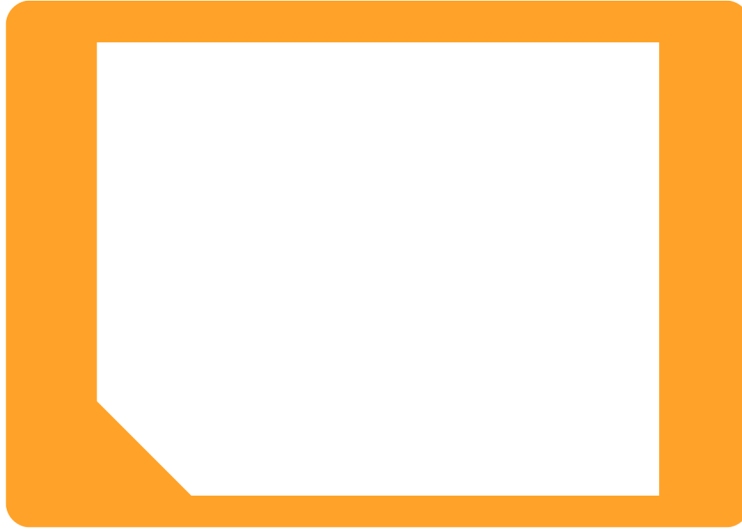
Eisenhower matrix



URGENT

NOT URGENT

IMPORTANT



NOT IMPORTANT

