

Analyze Task Importance and Urgency

Modality: Self-Paced Learning

Duration: 15 Min

SUBSCRIPTION: Learn, Master, Master Plus

When you're stuck with a long list of competing priorities, deciding what to tackle first can be challenging and headache-inducing. The Urgent/Important Matrix is a tool that makes both big and small tasks much easier to map out and prioritize. By the end of the course, you'll be honing your scheduling skills and taming your overgrown lists of priorities once and for all.

Course Outline: