

Leadership

3 Steps to Own Your Day

1

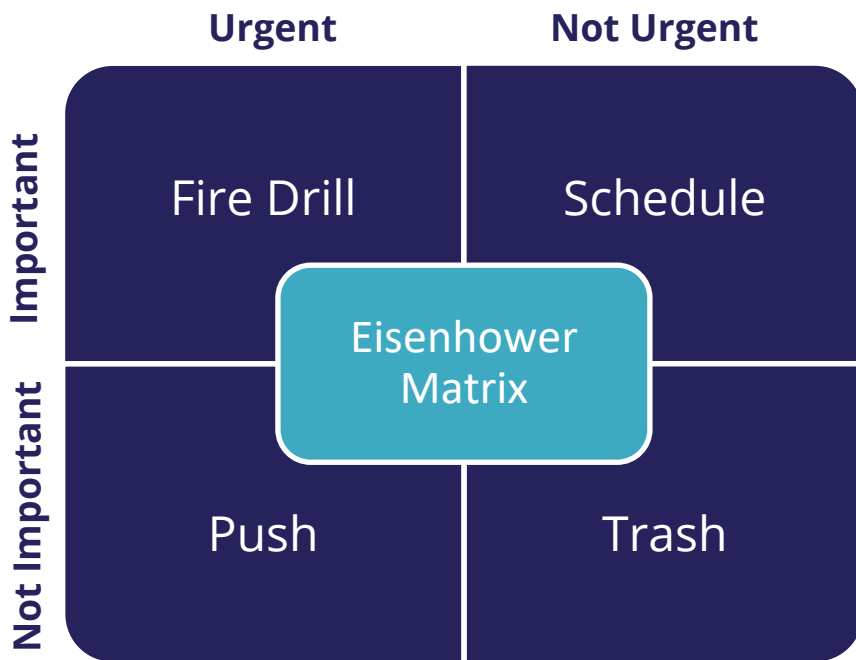
Identify the proactive tasks

2

Categorize tasks according to urgency and importance

3

Properly respond to requests



Eisenhower Matrix

- **Fire drill** – Tasks that are urgent AND important, affect the bottom line, and are time sensitive. These actions will lose revenue or cost the company if not dealt with immediately.
- **Schedule** – Tasks that drive the number, but don't have an impending deadline.
- **Push** – These tasks demand immediate attention, but don't affect the bottom line.
- **Trash** – These tasks aren't time sensitive AND don't drive revenue.

Pro-Tip #1

Block time off for reactive tasks

Pro-Tip #2

Block time off for proactive tasks