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TIME MANAGEMENT

Eisenhower method



OVERVIEW

1. Introduction
2. My background/story
3. My swot analysis
4. What is an Eisenhower method?
 - 4.1 How the method reflects on my time planning?
5. Personal development plan
6. Conclusion
7. References

1. Introduction:



stressful life



twenty-four hours is not enough



delegation of tasks is necessary

2. My background/story:

- babysitter
- multitask job
- student
- busy lifestyle

3. My Swot analysis

- **Strength** – patience / work experience
- **Weakness** – struggle with planning
- **Opportunities** – Master's degree / start business
- **Threats** - business failure

4. What is an Eisenhower method?

- simple tool
- four squares in different colours
- tasks divided by importance

4.1 How the method reflects on my time planning?

- effective delegation
- less stress

EISENHOWER MATRIX



Source:(<https://trainingindustry.com>,2021)

5. Personal development plan

- completion of education
- start business

6. Conclusion:

- manage time is a complicated and lengthy process
- unplanned things always happen
- stay focused and motivation

7. References:

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THANK YOU