



# Minutia

ORGANIZING & CONSULTING

taking care of all your little things



*Productivity 101 for Entrepreneurs*

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# Eisenhower Matrix

Urgent

Not Urgent

Important

Tasks with deadlines and consequences

**DO**

Tasks with unclear deadlines that contribute to long-term success.

**SCHEDULE**

Not Important

Tasks that must get done but don't require your specific skill set.

**DELEGATE**

Distractions and unnecessary tasks.

**DELETE**

Urgent

Not Urgent

Important

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Not Important

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# Eisenhower Matrix

Urgent

Not Urgent

Important

DO

SCHEDULE

Not  
Important

DELEGATE

DELETE

Urgent

Not Urgent

Important

Not  
Important





# Eisenhower Matrix



25 minutes focused work  
5 minute break



25 minutes focused work  
5 minute break



25 minutes focused work  
5 minute break



25 minutes focused work  
15+ minute break



Urgent

Not Urgent

Important

Not  
Important








