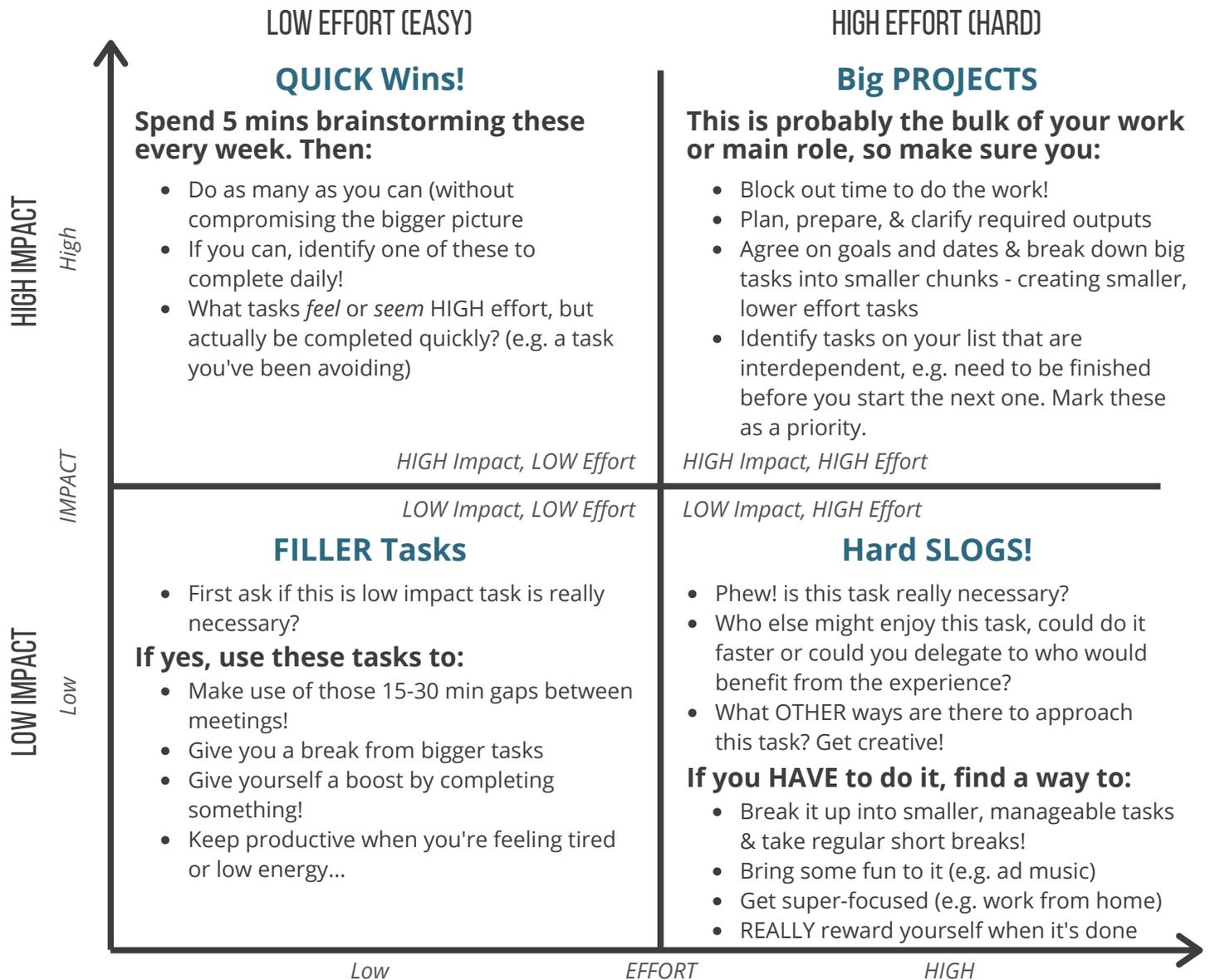


Background: Would you like to be more productive with the time you have? Achieve more with less effort? Delegate time-consuming tasks? Well, you can! Achieve more by identifying tasks in the shaded quadrant, **QUICK Wins: LOW Effort, HIGH Impact tasks** - and letting go of **Hard Slogs: HIGH Effort, LOW Impact tasks**.

But first you must identify them! Read below and then create your own matrix to categorize your current tasks.



What have you learned so far, that you'd like to make note of?