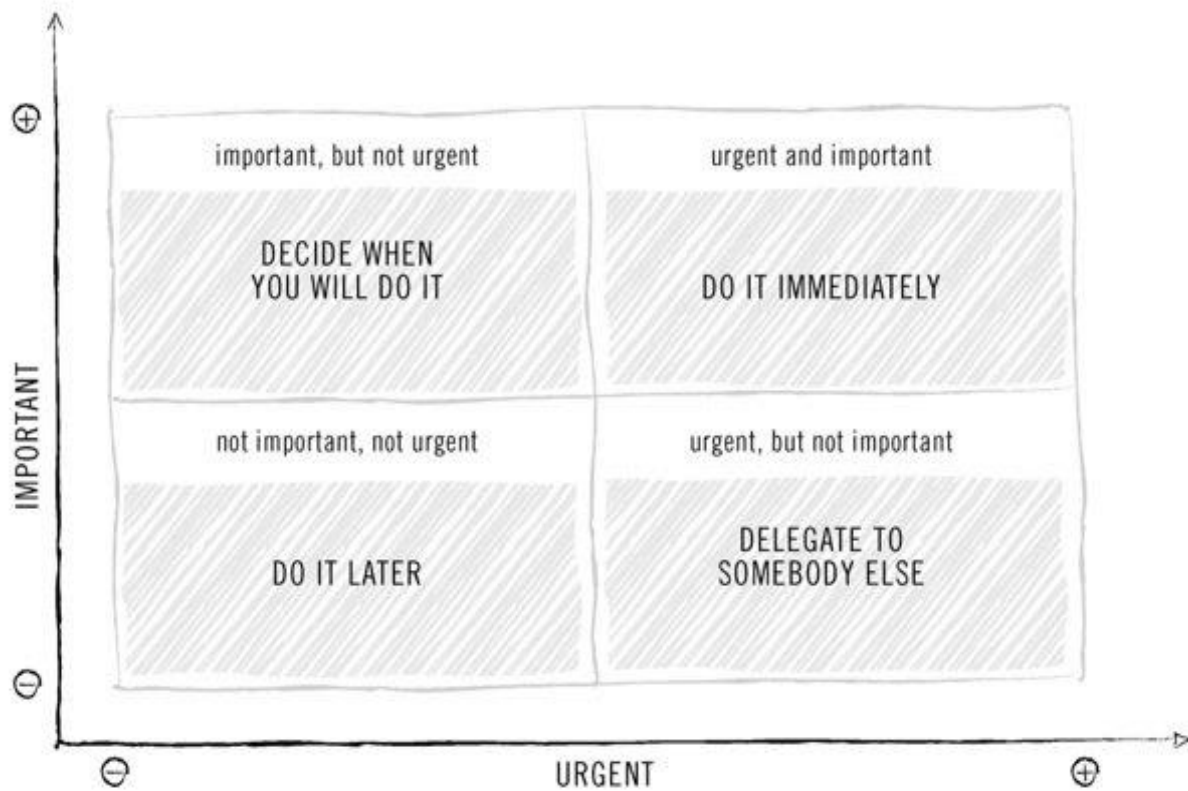


Use an Eisenhower Matrix to help organize your to-dos.



For more information on time management strategies:

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