## Quicker Decisions with the
## Eisenhower Matrix - eLearning Nugget

**TwentyOne Skills**

### 🎯 Objective

This class focuses on the Eisenhower Matrix and its application in deciding how incoming to-do's are processed - or rejected.
Based on current research, apply two steps with four different courses of action for all your to-do's.

### 📖 Description

- What is "The Eisenhower Matrix"?
- How to apply the matrix: a step-by-step guide
- Learn about the scientific background

### ℹ️ Conditions

In cooperation with TwentyOne Skills, GRADE offers about 35 asynchronous online courses.
The 3-month sessions start at the beginning of January, April, July and October.
Registration is possible at any time. Confirmed participants can access the courses for 3 months at the online platform of TwentyOne Skills. The current registration link can be found here: *https://tinygu.de/en21skills*

### ℹ️ Organizational Information

| Language / Format | English / Online |
|---|---|
| Target group | Doctoral Candidates at all stages and Postdocs from all faculties |
| Duration | Approx. 15 minutes |
| Registration | **https://tinygu.de/en21skills** |