## 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

### 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*

### Organizational Information

| Language / Format | English / Online |
|---|---|
| Target group | Doctoral Candidates at all stages and Postdocs (R2/R3) from all faculties |
| Duration | Approx. 15 minutes |
| Registration | https://tinygu.de/en21skills |