

Habit-Building

EISENHOWER MATRIX

Urgent

Flexible

Positive Habit

- Daily short exercise session
- Prioritizing healthy meals
- Set daily time for focused work
- Practice a new skill regularly
- Express gratitude or journaling

Vital But Flexible

- Learn a new language
- Maintain household chores
- Network with industry peers
- Regular professional development
- Reply to non-urgent emails

Distraction (Distracting Habit)

- Mindless social media scrolling
- Engaging in online arguments
- Watching too much news
- Checking email or notifications too frequently
- Multitasking ineffectively

Negative Habits

- Engaging in negative self-talk
- Excessive caffeine or unhealthy snacks for energy
- Procrastinating on important tasks
- Staying up too late needlessly
- Comparing yourself negatively to others

Positive Effect

Negative Effect



Advanced Habit Building

Xiaolong Qi



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