Habit-Building

EISENHOWER MATRIX

Urgent

Flexible

Positive Habit

- · Duly 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 poers
- Regular protessional development
- Reply to non-urgent emails



Sandhing Efford

Distraction (Distracting Habit)

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

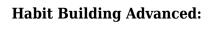
Negative Habits

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



Habit Building Advanced

Sabine Zange



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