Quicker Decisions with the Eisenhower Matrix - eLearning Nugget

**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](https://tinygu.de/en21skills)

**Organizational Information**

<table>
<thead>
<tr>
<th>Language / Format</th>
<th>English / Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target group</td>
<td>Doctoral Candidates at all stages and Postdocs from all faculties</td>
</tr>
<tr>
<td>Duration</td>
<td>Approx. 15 minutes</td>
</tr>
<tr>
<td>Registration</td>
<td><a href="https://tinygu.de/en21skills">https://tinygu.de/en21skills</a></td>
</tr>
</tbody>
</table>