

9. Discuss the questions.

- What do you like or dislike about the matrix?
- Do you ever get into a reactive mode? How does it make you feel?
- What is the key to achieving long-term goals?
- Is it easy for you to do tasks that don't have a clear deadline?
- How often do you create to-do lists? Do you do it on paper or in an app?
- Do your priorities sometimes change? If so, how do you know when to change them?
- Do you think prioritizing tasks and doing only things that are important and urgent might make your life boring?
- How do you decide what to prioritize? What is the most challenging thing about setting priorities?



10. Complete the gaps with one word each. The first letter is provided. Then, say if you do or would like to do anything similar.

- A. I like the two-minute rule, which means I start with tasks that can be done in about two minutes. Very often, completing such tasks helps me **a**_____ **my long-term goals**.
- B. I have a morning routine when I **set p**_____ for the day or write a to-do list. This routine **has a big i**_____ on how productive the rest of my day is.
- C. The best way to make my to-do list work is not by **setting clear d**_____ but by treating myself when I finish each task with things like having my favourite snack or playing with the dog. Knowing that my actions have **immediate c**_____ really motivates me.
- D. While prioritizing tasks that **r**_____ **my attention** is good, sometimes I focus on smaller, less important tasks because it gives me a break and increases my motivation.