Study prioritization with the
Eisenhower Matrix
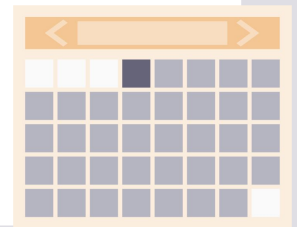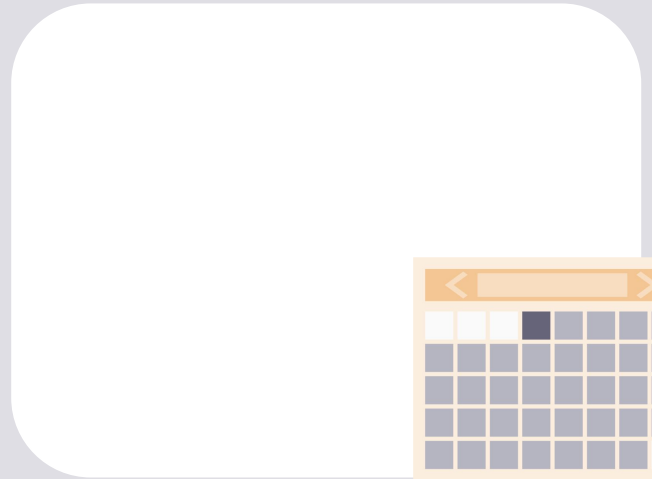
DO
important and urgent

SCHEDULE
important but not urgent

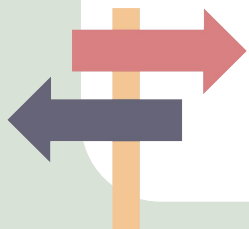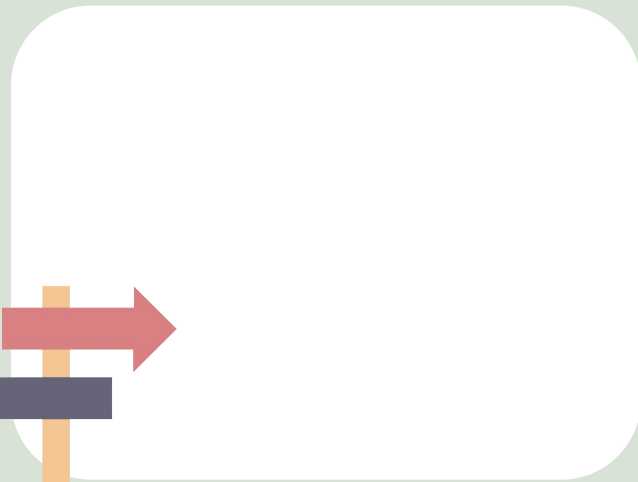## DELEGATE
not important but urgent

ELIMINATE
not important and not urgent