

**'Prioritizing my tasks using Eisenhower Box – 2020' – a KPSK Video Module (3) for KPS Students**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Everybody has 24 hours but not everyone understands the importance of time like the one studying or working in a School. A bell rings at 7:30 am. A period is a time block of 40 minutes and a lunch like snack is eaten in few minutes! We cannot wonder anymore how our School Children are trained to shift from One Favorite Subject for last 40 minutes to another One in 5 minutes lee way (a loo break, a Hello to you Friend break!) and how can they play, fight, sing together and also eat a snack, all at once! They are the best students and the best teachers who will tell you what is the importance of those last 5 minutes you just got late to the School Assembly! They don't like to miss!

A School task is always done to associate with an achievement! Some tasks are mundane or for fun and have no meaning in life. Some tasks have great meaning in life preparing you for achievement and therefore Success follows! The one who has understood *the important and urgent tasks wins!*

**Our Health is before Wealth, Our Safety is before any business risks!**

**THE EISENHOWER BOX**

	URGENT	NOT URGENT
IMPORTANT	<b>DO</b> <i>Do it now.</i> Write article for today.	<b>DECIDE</b> <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	<b>DELEGATE</b> <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	<b>DELETE</b> <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

*"What is important is seldom urgent and what is urgent is seldom important."  
-Dwight Eisenhower, 34th President of the United States*

Now, while we plan our studies and prepare for the next Class, followed by unit tests, pre-exams, mains and Final Calls for submission of assignments, we are in a position to gauge what comes first. You write assignments first and while you write assignments you also learn the definitions, tables, formulas, maps, and understand the concepts and flow of story! You break the subjects as urgent and important subjects, starting with English. You go further with other favorite and maximum possible score subjects of your choice. You start EVERY DAY with an IMPORTANT & URGENT task!

You can make a Diary, use colors/symbols to write/mark the tasks in a tabulated form as below:

Categories	Tasks for the Day	Rank Order (See Video)	Frequency in a Week
<b>Personal Work</b>	- <b>Board Game time</b>	<b>1</b>	*
<b>Social Work/ With the Family</b>	- <i>Playing with sibling/with toys/pets</i>	<b>3</b>	+
<b>Home Work</b>	<ul style="list-style-type: none"> <li>- <i>Break Subjects into lesson, lessons into different topics and subtopics for plan!</i></li> <li>- <b>Organizing the books as per Time Table</b></li> <li>- <i>Doing One More Assignment from Difficult Subject</i></li> <li>- <b>Watch New Record of Chapter 2</b></li> <li>- <i>Watch Old Record of Chapter 1</i></li> </ul>	<b>4</b>	#  # # # #
<b>Academic/ School/ Sports Work</b>	<ul style="list-style-type: none"> <li>- <i>Create a list of subjects and topics once learnt and do a revision by and Writing and Self-testing.</i></li> <li>- <b>Do my Hindi Project</b></li> </ul>	<b>5</b>	∞
<b>Physical Health</b>	<ul style="list-style-type: none"> <li>- <i>Doing Exercise/ Meditation &amp; prayers</i></li> <li>- <b>Washing Hands every 1-2 hours</b></li> </ul>	<b>5</b>	∞

**Symbol mean frequencies:** ∞ = Everyday | # = every alternative day/Thrice a Week | + = every two days in a week | \* = Once/Twice in a Week/On Weekends