



# Habit-Building

## EISENHOWER MATRIX

### Urgent

### Flexible

### Positive Effect



#### Positive Habit

- Daily 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 peers
- Regular professional development
- Reply to non-urgent emails

### Negative Effect



#### Distraction

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



#### Negative Habits

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

# Review Habit Building

**Mike Jess**



## Review Habit Building:

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