

# Accelerator Workshop: Note taking guide

<b>Project Menu</b> <i>The project menu can help us start the prioritization process.</i>			
	GOAL 1:	GOAL 2:	GOAL 3:
<b>Projects</b>			

<b>The Eisenhower Matrix</b>	
<b>URGENT</b>	<b>SIGNIFICANT</b>
<b>DO</b> These are vital tasks with substantial urgency.	<b>SCHEDULE</b> These are critical tasks with minimal urgency.
<b>NOT URGENT</b>	<b>INSIGNIFICANT</b>
<b>DELEGATE</b> These are pressing tasks with negligible impact.	<b>DELETE</b> These are trivial tasks with minor urgency.

## ICE in Action

*Write your goals here.*

	<b>Impact</b>	<b>Confidence</b>	<b>Ease</b>	<b>Average</b>
<b>PROJECT:</b>				
<b>PROJECT:</b>				
<b>PROJECT:</b>				

## Notes

