

HOW TO APPROACH THE IN-TRAY EXERCISE

Step 1

Understand the employer and the role you're applying for

Step 2

Develop your own style for the in-tray exercise

Step 3

Using the Eisenhower matrix to delegate tasks

Step 4

Enhance fast skimming and scanning skills

Step 5

Improve written communication

In Tray Exercise Example In Tray Exercise With

A Gutmann



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