

## 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

**L Cohen**



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