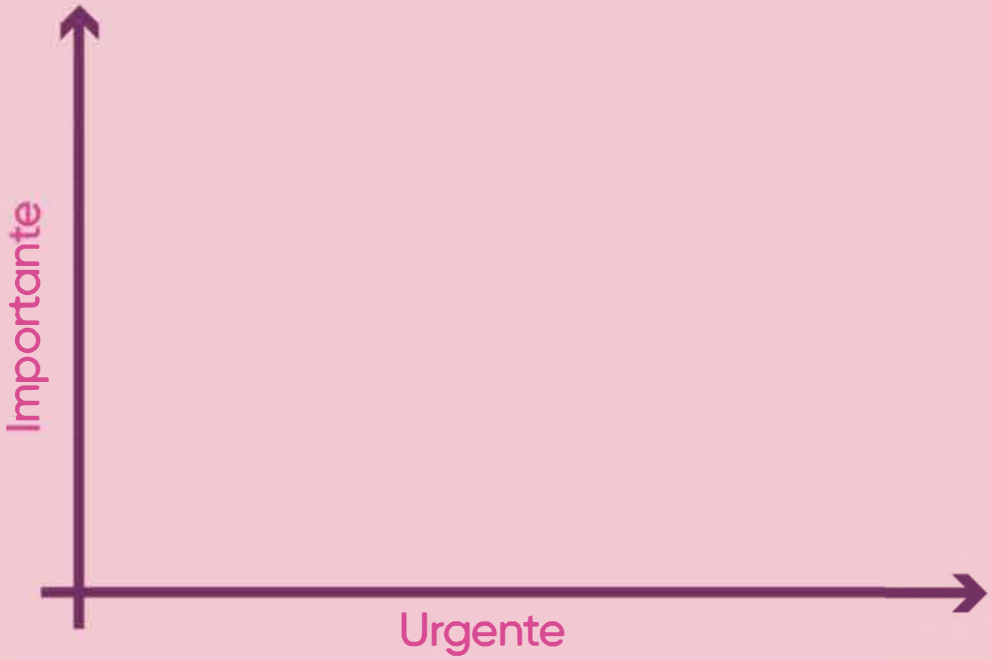COMO PRIORIZAR SUAS TAREFAS COM A MATRIZ DE EISENHOWER