

Time Management Matrix

We spend our time in one of four ways, as illustrated in the Time Matrix below. This matrix defines activities as 'urgent' or 'not urgent', and 'important' and 'not important'. Lets see where you spend the most of your time.

- To identify if something is Important ask yourself: 'is this contributing to my goals?'
- To identify if something is Urgent ask yourself: 'does this really have to be done RIGHT now?' If not, plan for when and then this enters the far more productive Quadrant II zone

	Urgent	Not Urgent
Important	<p>QUADRANT I</p> <p><i>e.g. Crises; Pressing Problems, Deadline driven projects that are behind</i></p>	<p>QUADRANT II</p> <p><i>e.g. Prevention, development activities; Relationship building; Recognising new opportunities; Planning; Recreation</i></p>
Not Important	<p>QUADRANT III</p> <p><i>e.g. Interruptions,; some calls; Some mail,; some reports; Some meetings; Proximate, pressing matters; Popular activities</i></p>	<p>QUADRANT IV</p> <p><i>e.g. Trivia,; busy work; Some mail; Some phone calls'; Time wasters; Pleasant activities</i></p>