

The time management matrix – activities

	Urgent	Not Urgent
I m p o r t a n t	<p>I</p> <p>ACTIVITIES</p> <ul style="list-style-type: none"> • Crises • Pressing problems • Deadline-driven projects 	<p>II</p> <p>ACTIVITIES</p> <ul style="list-style-type: none"> • Prevention, capability improvement • Relationship building • Recognising new opportunities • Planning, recreation
N o t I m p o r t a n t	<p>III</p> <p>ACTIVITIES</p> <ul style="list-style-type: none"> • Interruptions, some callers • Some mail, some reports • Some meetings • Proximate, pressing matters • Popular activities 	<p>IV</p> <p>ACTIVITIES</p> <ul style="list-style-type: none"> • Trivia, busy work • Some mail • Some phone calls • Time wasters • Pleasant activities

Based on *7 Habits of Highly Effective People*, Stephen Covey

The time management matrix – results

	Urgent	Not Urgent
I m p o r t a n t	<p>I</p> <p>RESULTS</p> <ul style="list-style-type: none"> • Stress • Burn-out • Crisis management • Always putting out fires 	<p>II</p> <p>RESULTS</p> <ul style="list-style-type: none"> • Vision, perspective • Balance • Discipline • Control • Few crises
N o t I m p o r t a n t	<p>III</p> <p>RESULTS</p> <ul style="list-style-type: none"> • Short term focus • Crisis management • Reputation - chameleon character • See goals and plans as worthless • Feel victimised, out of control • Shallow or broken relationships 	<p>IV</p> <p>RESULTS</p> <ul style="list-style-type: none"> • Total irresponsibility • Fired from jobs • Dependent on others or institutions for basics

Based on *7 Habits of Highly Effective People*, Stephen Covey

The time management matrix – planning form

	Urgent	Not Urgent
I m p o r t a n t	I	II
N o t I m p o r t a n t	III	IV