

“Things that matter most must never be at the mercy of things that matter least”.

– Goethe

Time Management Matrix¹

	Urgent	Not Urgent
Important	<p>Q1: MUST DO NOW</p> <p>Frantic Doing Mode: <i>What might I delegate to spend more time in Q2?</i></p> <p>ACTIVITIES – <i>provide dopamine hits</i></p> <ul style="list-style-type: none"> • Fire Drills • Crises • Pressing problems • Deadline-driven projects, meetings, preparations • <i>What else?</i> 	<p>Q2: INVOLVES PLANNING</p> <p>Being Mode: <i>Am I taking time to be still, reflect, and be mindful? What might I move to Q1?</i></p> <p>ACTIVITIES – <i>require tolerating discomfort</i></p> <ul style="list-style-type: none"> • Vision, strategic planning • Relationship building and networking across organization • Recognizing new opportunities • Rest/self-care: exercise, reflection, meditation, fun activities, etc. • <i>What else?</i>
Not Important	<p>Q3: INSTANT DERAILER</p> <p>Frantic Doing Mode: <i>Am I able to take a step back and say no?</i></p> <p>ACTIVITIES – <i>require managing people-pleasing tendencies</i></p> <ul style="list-style-type: none"> • Interruptions • Some mail and reports • Some calls and meetings • Many pressing matters • Many popular activities • <i>What else?</i> 	<p>Q4: TIME WASTERS</p> <p>Distracting Mode: <i>Am I able to commit to eliminating these activities?</i></p> <p>ACTIVITIES – <i>energy drainers</i></p> <ul style="list-style-type: none"> • Busy work • Junk mail • Some phone calls • Some emails • <i>What else?</i>

Urgent requires immediate attention. We react NOW to urgent tasks.

Important is about RESULTS. Something is important if it contributes to your professional or personal vision, mission, values, and/or high priority goals.

¹ The 7 Habits of Highly Effective People, Stephen R. Covey, pages 146-182.

Q1: Urgent/Important. MUST DO NOW! Deals with significant results that require immediate attention. If most of your time is spent here, leads to stress and burnout. You must find ways to reflect and recharge so you can be more mindful about how you spend your time.

Q2: Not Urgent/Important. INVOLVES PLANNING. We often are so busy fighting fires that we neglect Q2 where the payoffs are the highest. This involves taking time to reflect and be mindful about how you spend your time. That is how you plan for the day, intermediate-term, and/or long term.

Q3: Urgent/Not Important. DERAILS YOU. You feel out of control and chaotic, but no value is provided.

Q4: Not Urgent/Not Important. TIME WASTERS. These tasks you want to think about eliminating from your day because they produce no results and drain your energy.

Instructions:

Create your own time management grid. At the end of each day (for the week) or at the end of the week, answer the questions below:

Reflection Questions: You need to take time out to reflect about how you are spending your time.

1. What percent of your time did you spend in each quadrant?
2. What are you noticing? Any surprises?
3. Currently, what important and urgent activities (Q1) are you working on that you might be able to delegate? *(To enable you more time to focus on Q2).*
4. What important and not-urgent activities (Q2) are you working on that would provide good returns and would consider moving them to Q1?
5. What not-important activities and/or projects (Q3 and Q4) could you say NO to?
6. What are you learning? What do you want to do about it? What's your commitment and accountability to yourself?
7. How might you adapt this exercise for future use to help you manage your time and priorities better? Make it your own.