Time Management "Matrix"

A blueprint for daily time management

	Urgent	**Not Urgent**
Important	**Do now: Unforeseen events and immediate problems** • Crisis Issues • Emergency work • Last-minute obligations	**Schedule on calendar: Bigger goals, preparation, planning** • Important Goals • Strategic Tasks (might not have a deadline) • Long-term projects
Not Important	**Do soon: Constantly busy without moving forward** • Incoming messages and mail • Minor issues and interruptions	**Do later: Trivial activities, things we don't need to do but might like to** • Routine tasks • Time-killing activities and distractions

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Activity: Sort the following into each box: Recharge phone, pay bills due 2 weeks, get groceries, essay due in 4 weeks, test next week, respond to friends' texts, Netflix, do homework due tomorrow...