

Time Management “Matrix”

A blueprint for daily time management

	Urgent	Not Urgent
Important	<p>Do now: Unforeseen events and immediate problems</p> <ul style="list-style-type: none">• Crisis Issues• Emergency work• Last-minute obligations	<p>Schedule on calendar: Bigger goals, preparation, planning</p> <ul style="list-style-type: none">• Important Goals• Strategic Tasks (might not have a deadline)• Long-term projects
Not Important	<p>Do soon: Constantly busy without moving forward</p> <ul style="list-style-type: none">• <u>Incoming messages and mail</u>• Minor issues and interruptions	<p>Do later: Trivial activities, things we don't need to do but might like to</p> <ul style="list-style-type: none">• Routine tasks• Time-killing activities and distractions