

Time Management Matrix

	Urgent	Not Urgent
Important	<p>1 - DO NOW</p> <ul style="list-style-type: none"> • emergencies, complaints and crisis issues • demands from superiors or customers • planned tasks or project work now due • meetings and appointments • reports and other submissions • staff issues or needs • problem resolution, fire-fighting, fixes <p>Subject to confirming the importance and the urgency of these tasks, do these tasks now. Prioritize according to their relative urgency.</p>	<p>2 - PLAN TO DO</p> <ul style="list-style-type: none"> • planning, preparation, scheduling • research, investigation, designing, testing • networking relationship building • thinking, creating, modelling, designing • systems and process development • anticipation and prevention • developing change, direction, strategy <p>Critical to success: planning, strategic thinking, deciding direction and aims, etc. Plan time-slots and personal space for these tasks.</p>
Not Important	<p>3 - REJECT AND EXPLAIN</p> <ul style="list-style-type: none"> • trivial requests from others • apparent emergencies • ad-hoc interruptions and distractions • misunderstandings appearing as complaints • pointless routines or activities • accumulated unresolved trivia • boss's whims or tantrums <p>Scrutinize and probe demands. Help originators to re-assess. Wherever possible reject and avoid these tasks sensitively and immediately.</p>	<p>4 - RESIST AND CEASE</p> <ul style="list-style-type: none"> • 'comfort' activities, computer games, net surfing, excessive cigarette breaks • chat, gossip, social communications • daydreaming, doodling, over-long breaks • reading nonsense or irrelevant material • unnecessary adjusting equipment etc. • embellishment and over-production <p>Habitual 'comforters' not true tasks. Non-productive, demotivational. Minimize or cease altogether. Plan to avoid them.</p>