

Time Management Matrix

Date: _____ to _____

My Values: _____, _____, _____

	URGENT	NOT URGENT
I M P O R T A N T	<p>QUADRANT I: IMPORTANT & URGENT</p> <ul style="list-style-type: none"> • Crises • Pressing Problems • Deadline-Driven Projects 	<p>QUADRANT II: IMPORTANT & NOT URGENT</p> <ul style="list-style-type: none"> • Planning • Exercising • Relationship Building • Planned Pleasant Activities & Breaks
N O T I M P O R T A N T	<p>QUADRANT III: NOT IMPORTANT & URGENT</p> <ul style="list-style-type: none"> • Some calls • Some meetings • Interruptions 	<p>QUADRANT IV: NOT IMPORTANT & NOT URGENT</p> <ul style="list-style-type: none"> • Trivia • Time Wasters • Impulsive Pleasant Activities

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My Values: _____, _____, _____

	URGENT	NOT URGENT
IMPORTANT	QUADRANT I: IMPORTANT & URGENT	QUADRANT II: IMPORTANT & NOT URGENT
NOT IMPORTANT	QUADRANT III: NOT IMPORTANT & URGENT	QUADRANT IV: NOT IMPORTANT & NOT URGENT