

Time Management Matrix

	Urgent	Not Urgent
Important	<p>Quadrant 1 <i>Urgent & Important</i></p> <ul style="list-style-type: none"> • Crises with a Client • Crucial Deadline • Emergency Life Event • Discover Fraud • _____ 	<p>Quadrant 2 <i>Not Urgent but Important</i></p> <ul style="list-style-type: none"> • Strategic Planning (SWOT) • Personal & Team Development • Reviewing Mission/Vision/Values • Self-care and Relationships • _____
Not Important	<p>Quadrant 3 <i>Urgent but Not Important</i></p> <ul style="list-style-type: none"> • Most Interruptions • Some emails, texts, calls • Other People's Problems • Some meetings • _____ 	<p>Quadrant 4 <i>Not Urgent & Not Important</i></p> <ul style="list-style-type: none"> • Engaging in Gossip or Drama • Most Social Media & Internet surfing • Bad Habits (Compulsive/Obsessive) • Busy Work (some forms/reports) • _____

Personal Worksheet to Raise Awareness and Appropriate Action:

	Urgent	Not Urgent
Important	<p>Quadrant 1 <i>Urgent & Important</i></p>	<p>Quadrant 2 <i>Not Urgent but Important</i></p>
Not Important	<p>Quadrant 3 <i>Urgent but Not Important</i></p>	<p>Quadrant 4 <i>Not Urgent & Not Important</i></p>