Time Management Matrix

	Urgent	Not Urgent
Important	**Quadrant 1** *Urgent & Important* • Crises with a Client • Crucial Deadline • Emergency Life Event • Discover Fraud • _____	**Quadrant 2** *Not Urgent but Important* • Strategic Planning (SWOT) • Personal & Team Development • Reviewing Mission/Vision/Values • Self-care and Relationships • _____
Not Important	**Quadrant 3** *Urgent but Not Important* • Most Interruptions • Some emails, texts, calls • Other People's Problems • Some meetings • _____	**Quadrant 4** *Not Urgent & Not Important* • 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	**Quadrant 1** *Urgent & Important*	**Quadrant 2** *Not Urgent but Important*
Not Important	**Quadrant 3** *Urgent but Not Important*	**Quadrant 4** *Not Urgent & Not Important*