THE TIME MANAGEMENT MATRIX

…

Webidextrous.com
info@webidextrous.com

WordPress Maintenance for Individuals, Small Businesses, Enterprises, and Digital Agencies
+
Affordable, Secure, Performance-Tuned WordPress Design and Hosting

…

"Most of us spend too much time on what is urgent and not enough time on what is important."
— **Stephen R. Covey**

"Action expresses priorities."
— **Mahatma Gandhi**

"Things which matter most must never be at the mercy of things which matter least."
— **Johann Wolfgang von Goethe**

…

1 Urgent Important

- Crises
- Pressing problems
- Deadline-driven projects
- Some meetings
- Some reports

Symptoms
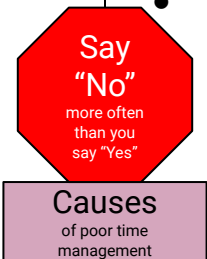of poor time management

2 Not Urgent Important

- Planning & Organizing
- Preparation & Prevention
- Relationship building
- Stewardship development
- True recreation and exercise

Say "Yes" more often than you say "No"

Cures
for poor time management

3 Urgent Not Important

- Interruptions
- Some meetings
- Some phone calls
- Some reports
- Many popular activities

4 Not Urgent Not Important

- Trivia & busy work
- Irrelevant email
- Some phone calls
- Time wasters
- "Escape" activities and television

Say "No" more often than you say "Yes"

Causes
of poor time management

TIPS

Use this quadrant grid to learn how you use your time and to modify where you prioritize your time.

For example, you could print this document and pin it to the wall. For every work or personal activity you engage in, draw a dot or check mark in the quadrant that best describes each type of activity.

Over enough time, you'll begin to observe the patterns of where your time is most spent. By counting and tracking the number of dots or checkmarks over days or weeks, you'll know where to modify your daily behaviors and priorities. Eventually you will spend most of your time in Quadrant 2 and the least amount of time in Quadrants 1, 3, and 4.

While it's not realistic to eliminate *all* of the time spent in Quadrants 1, 3, and 4, the time you spend in Quadrant 2 will improve the quality of your daily activities, keeping you on time, under budget, and with less stress than before.

…

Source: Covey, S. (1999). *The 7 habits of highly effective people.* London: Simon & Schuster.