

Time Management Matrix

	Urgent	Not Urgent
Important	1	2
Not Important	3	4

- **Quadrant 1** – items that **need to be dealt with immediately**.
- **Quadrant 2** – items that are important but do not require your immediate attention, and **need to be planned for**.
- **Quadrant 3** – items which **should be minimized or eliminated**.
- **Quadrant 4** – items that don't have to be done anytime soon, perhaps add little to no value and also **should be minimized or eliminated**. TIME WASTERS!

Quadrant 1 – Urgent and Important

Examples:

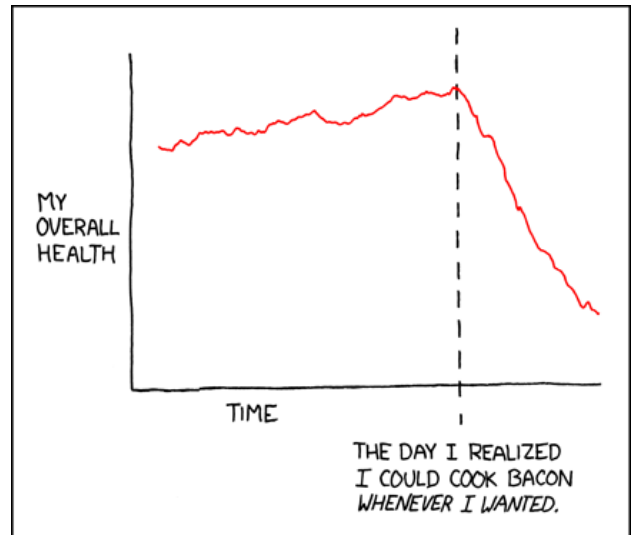
- Family Emergencies
- Real, hard deadlines for important projects

Quadrant 2 – Not Urgent And Important

Your overall health is something you may take for granted today, and may not see urgency in dealing with it – but long term, we **know** it's of supreme importance.

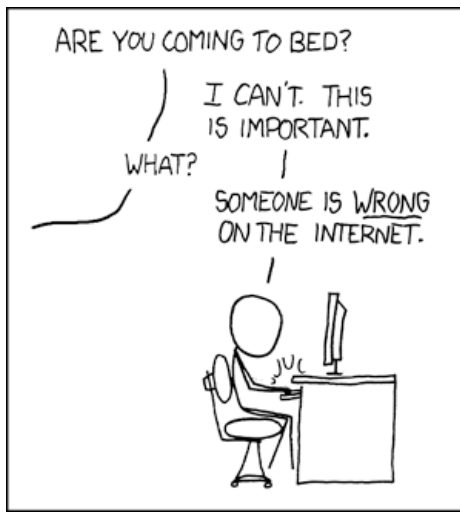
There are some other important, yet not urgent, things that fall into this quadrant as well:

- Exercise
- Reviewing your career path
- Maintaining relationships with family/friends



Quadrant 3 – Urgent and Not Important

My
out



favorite examples, though I could have picked more -

Other “Urgent” tasks that add little to no value

- Phone calls that are off topic
- Email that you have to reply to right away or it loses value (“Do you want some donuts? I have some in my office!”)

Quadrant 4 – Not Urgent and Not Important

- Mindless web browsing
- FACEBOOK
- Too much television/channel surfing for the sake of channel surfing
- Reading lots of random RSS feeds (no matter [how fast you may read them](#))
- [Junk and low value email](#)