

## Time Management Matrix

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	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!

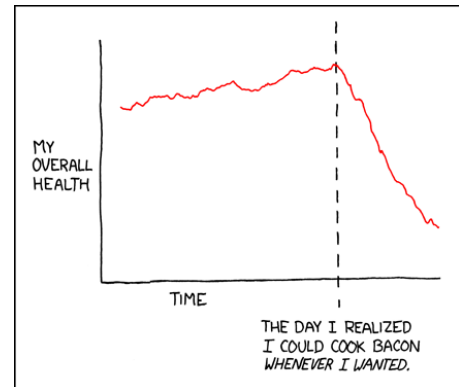
### Quadrant 1 – Urgent and Important

Examples include family emergencies and real, hard deadlines for important projects, readings, and assignments.

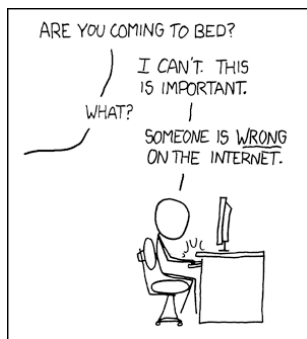
### Quadrant 2 – Not Urgent but Important

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
- Planning to study for an exam in a few weeks



### Quadrant 3 – Urgent but Not Important



Some examples are listed, but there are certainly many more!

“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, Twitter, Snapchat, Instagram...
- 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](#))
- Video games