



# The Time Management Matrix - Template

The Time Management Matrix			
	Urgent	Not Urgent	
Important			
Not Important			

**Exercise:** Prioritize your tasks using your personal time management matrix

1. Make a to-do-list of all tasks needing to be completed
2. Group tasks in the appropriate quadrants

The Time Management Matrix		
	Urgent	Not Urgent
Important	<p>QUADRANT I</p> <p>Crises</p> <p>Pressing Problems</p> <p>Deadline-Driven Projects</p>	<p>QUADRANT II</p> <p>Prevention, PC Activities</p> <p>Relationship Building</p> <p>Recognizing New Opportunities</p> <p>Planning, recreation</p>
Not Important	<p>QUADRANT III</p> <p>Interruptions, some calls</p> <p>Some mail, some reports</p> <p>Some meetings</p> <p>Proximate, pressing matters</p> <p>Popular activities</p>	<p>QUADRANT IV</p> <p>Trivia, busy work</p> <p>Some mail</p> <p>Some phone calls</p> <p>Time wasters</p> <p>Pleasant activities</p>