



Personal Leadership Business Development

TIME MANGEMENT MATRIX

We often feel like we are in swift waters, being pulled downstream without any control. This matrix is a tool created by Stephen Covey, author of 7 Habits of Highly Effective People. The matrix allows us to assess where we are sowing our energetic seeds of time and how to plant in areas where we are most productive. We can't always control the flow of life, but we can better navigate in the midst of the current.

Look over the matrix and assess what quadrants you are devoting most of your time. Then, decide what actions are necessary to become more effective.

	Urgent	Non-Urgent
Important	<p>Q-1: Quadrant of Necessity</p> <ul style="list-style-type: none"> • Impending deadlines (that are important and have long-term consequence to your life) • Crises/Emergencies • Resolving immediate problems • Certain e-mails that may change your life (e.g., job app, biz opport) 	<p>Q-2: Quadrant of Quality and Personal Leadership</p> <ul style="list-style-type: none"> • Building long-term solutions/systems • Relationship building • Building your dream career/business • Personal/Skill development • Improving your health/wellness • Finding your life partner
Not Important	<p>Q-3: Quadrant of Deception</p> <ul style="list-style-type: none"> • Interruptions/Distractions • Most phone calls/e-mails • Attending inconsequential meetings • Spending a lot of time on a task (report, e-mail) that has little to no impact to your goals/life in long run • Dealing with others' requests 	<p>Q-4: Quadrant of Waste</p> <ul style="list-style-type: none"> • Mindless TV/web surfing / chatting • Reading gossip sites/forums • Watching/reading news (to an extent) • Certain phone calls/e-mails • Excessive gaming • Idling • Any time wasting activity

	URGENT	NOT URGENT
IMPORTANT	<p>Q1</p> <p>DO NOW</p>	<p>Q2</p> <p>DECIDE WHEN TO DO IT</p>
NOT IMPORTANT	<p>Q3</p> <p>DELEGATE IT AWAY</p>	<p>Q4</p> <p>DELETE IT</p>

(Use this color-coded matrix to assist in doing what's most effective)