

The Time Matrix

Use this worksheet to sort all of the things on your mind/'to do' list into your highest priorities!

	URGENT	NOT URGENT
IMPORTANT	Q1 - Necessity Crises Emergency meetings Last-minute deadlines Pressing problems Unforeseen events	Q2 - Effectiveness Proactive work Important goals Creative thinking Planning and prevention Relationship building Learning and renewal Recreation
NOT IMPORTANT	Q3 - Distraction Needless interruptions Unnecessary tasks Irrelevant meetings or appointments Other people's minor issues Unimportant emails, phone calls, texts, status posts etc.	Q4 - Waste Trivial work Avoidance activities Excessive relaxation, television, gaming, internet etc. Time wasters Excessive gossip

Prioritise:

- Q1 - These things are necessity
- Q2 - These things will make you effective
- Q3 - These things are a distraction
- Q4 - These could be a waste of your time

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**Make a list here of all the things you have on your mind
and/or your 'to do' list at the moment...**

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Now map all those things into this worksheet to establish your highest priorities!

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IMPORTANT	Q1 - Necessity	Q2 - Effectiveness
NOT IMPORTANT	Q3 - Distraction	Q4 - Waste

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