

TOOL: Time Management Matrix

	URGENT	Not Urgent
IMPORTANT	<p>Quadrant 1. URGENT AND IMPORTANT (FIREFIGHTING - NECESSITY)</p> <p>DO NOW</p>	<p>Quadrant 2. IMPORTANT BUT NOT URGENT (QUALITY WORK - INCREASE)</p> <p>PLAN NEXT AND SCHEDULE MORE</p>
Not Important	<p>Quadrant 3. URGENT BUT NOT IMPORTANT (DISTRACTIONS - AVOID)</p> <p>MANAGE AND DELEGATE</p>	<p>Quadrant 4. NOT URGENT AND NOT IMPORTANT (TIME WASTING - STOP)</p> <p>IGNORE/DUMP</p>