

Making time for things that matter



Important activities have an outcome that leads to the achievement of your goals, whether these are professional or personal.

Urgent activities demand immediate attention and are often associated with the achievement of someone else's goals.

Adapted From Stephen Covey's *7 Habits of Highly Effective People*

IMPORTANCE

URGENCY

Urgent & important <i>e.g. crises, emergencies, last minute preparations, deadline driven projects</i>	Not urgent & important <i>e.g. strategic planning, personal development, relationships, health & wellbeing</i>
Urgent & not important <i>e.g. interruptions, emails, phone calls, some meetings</i>	Not urgent & not important <i>e.g. trivia, social media scrolling, TV, "tweaking" & "paper shuffling"</i>

Questions for reflections

On an average day, how do you think your time is divided across the four quadrants?
You may already have an idea or else plot your activities across the four quadrants for a couple of days to see how they fall.

How do you feel as a result?

How would you like to divide your time?

What is one thing can you do to help you achieve this?

Perhaps there are things you could schedule first, delegate to others or defer to later.

URGENCY

Urgent & important %	Not urgent & important %
Urgent & not important %	Not urgent & not important %

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