

Urgent/Important Matrix

Time stresses are the most common source of pressure and stress. Effective time management is essential, this means being effective as well as efficient.

Managing your time both in a personal arena and professional nature means spending your time on things that are important as well as urgent. To define the difference see below.

Important: Tasks have an outcome that leads to the achievement of your goals

Urgent: Tasks demand immediate attention and can often be associated with the achievement of someone else's goals.

Urgent tasks are often those that we concentrate on as they demand attention because of the consequences attached if these actions are not carried out.

A powerful way of thinking and prioritising is by using the Urgent/Important Matrix.

	Urgent	Not Urgent
Important	<p>DO</p> <p>Tasks you will do immediately</p>	<p>SCHEDULE</p> <p>Tasks you will schedule to do later</p>
Not Important	<p>DELEGATE</p> <p>Tasks you will delegate to someone else</p>	<p>ELIMINATE</p> <p>Tasks you will eliminate</p>

First step: List all the tasks and activities that you feel you have to do on a blank sheet of paper.

***Try to include everything that takes up your time at for your business. Even those areas that you currently feel are unimportant.*

Second step: Assign a level of importance to each of these tasks.

***Use a scale of 1-10. 1 being low importance and 10 being very very important. How important is this activity on a scale of 1-10 to help you achieve your goals? Try not to concern yourself with the urgency attached to them at this stage. This will help establish the true **IMPORTANCE**.*

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Third step: Evaluate the urgency of each task using the same scale.

***Use a scale of 1-10. 1 being low urgency and 10 being very very urgent. How urgent is this task on a scale of 1-10 to help you achieve your goals? Try not to concern yourself with the importance attached to them. This will help establish the true URGENCY.*

Fourth step: Consider each of the tasks and decide which quadrant they fall into based on your figures.

	Urgent	Not Urgent
Important		
Not Important		