

# **Time Management**

# Activity Classification

**Urgent**

**Not Urgent**

**Important**

**Not  
Important**


# What is “important”

- **Things that promote personal well being:**
  - Sense of purpose
  - Fruitfulness
  - Joy
  - Legacy
  
- **Things that promote wellbeing (both for you and for the entity in which you are working):**
  - Productivity, more efficient work flow, better able to carry out tasks
  - Organization, order, access to needed information
  - Improved communication
  - Better standing

# **What is “urgent”**

**Things that require immediate attention (and often action)**

**Activity 1 (2-Minute Classification):** *Think about what you spend your time doing and where each task would fit in the quadrant below.*

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	<b>II</b>	<b>I</b>
<b>Not Important</b>	<b>III</b>	<b>IV</b>

## Urgent

## Not Urgent

## Important

### II

Crises  
Emergencies  
Deadline-driven projects  
Last-minute/procrastinated activities  
Very few emails, phone calls, texts

### I

Health (emotional, mental, physical, spiritual)  
Important relationships  
Financial planning  
Future planning and preparation  
Impact on one's environment  
Recreation, hobbies, down time  
Some emails, phone calls, texts

## Not Important

### III

Most interruptions  
Some obligations  
Some social events & invitations  
Obsession to finish a "to do list"  
Some emails, phone calls, texts

### IV

Time wasters  
Some obligations (including meetings)  
Some social events & invitations  
Web surfing and social media without purpose  
Watching TV, playing video games  
Some emails, phone calls, texts

## Activity 2: *Partner Discussion*

It is less stressful to spend time in Quadrant I with some time in Quadrant IV. Turn to someone next to you and discuss why might people find themselves spending too much time in:

- Quadrant II
- Quadrant III
- Quadrant IV

	Urgent	Not Urgent
Important	II	I
Not Important	III	IV

# Most people live in II, III, and IV

	Urgent	Not Urgent
Important	II	I
Not Important	III	IV

## Quadrant II

- *Failure to plan adequately*
- *Last-minute external expectations*
- *Procrastination if task is viewed as very high stakes or seems overwhelming*
- *Putting less important tasks that are more fun to accomplish before these tasks*
- *Life is messy - things happen*

## Quadrant III

- *External expectations*
- *Internal expectations - seeking out work to have a sense of purpose/accomplishment*
- *Procrastination since task is not viewed as important*

## Quadrant IV

- *Need for down time (e.g, fall into social media to escape stress)*
- *Need help (e.g., need assistance to complete other tasks and unwilling/unable to find help)*