TIME MANAGEMENT MATRIX – ACTIVITIES

**Time Management Matrix** is an excellent planning tool that is simple and straight forward. Once you learn the basic principles of organizing your activities according to the principles of this tool, you will likely be able to eliminate a number of timewasting activities and unproductive behaviours.

**What Is It and How Does It Work?**  
This tool is designed to maximize your productivity and eliminate unnecessary or irrelevant activities through a 4-quadrant system.

After analysing your daily activities, you will assign them to the appropriate quadrant before evaluating where you need to make changes.

Take a look at the diagram below. Notice that the quadrants reflect 4 different types of activities: Important and Urgent, Important and Non-Urgent, Non-Important and Urgent, and Non-Important and Non-Urgent.

TIME MANAGEMENT MATRIX – ACTIVITIES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **URGENT** | | **NOT URGENT** | |
| **IMPORTANT** | Quadrant 1 - **NECESSITY** | Hours Per Week | Quadrant 2 - **QUALITY & PERSONAL LEADERSHIP** | Hours Per Week |
| Your key action - **MANAGE** |  | Your key action - **FOCUS** |  |
| 1. Crisis |  | 1. Prevention, capability improvement |  |
| 2. Pressing Problems |  | 2. Relationship Building |  |
| 3. Deadline driven projects |  | 3. Recognizing new opportunities |  |
| 4. Must do work |  | 4. Planning and recreation |  |
|  |  | 5. Marketing |  |
|  |  | 6. Systems |  |
|  |  | 7. Team Building |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **NOT IMPORTANT** | Quadrant 3 - **DECEPTION** | Hours Per Week | Quadrant 4 - **WASTE** | Hours Per Week |
| Your key action - **USE CAUTION OR AVOID** |  | Your key action -  **AVOID** |  |
| 1. Interruptions, some callers |  | 1. Trivia, busy work. |  |
| 2. Some mail some reports |  | 2. Some mail |  |
| 3. Some meetings |  | 3. Some phone calls |  |
| 4. Proximate, pressing matters |  | 4. Time wasters |  |
| 5. Popular matters |  | 5. Pleasant activities |  |
| 6. Emails |  | 6. Emails & junk mail |  |
| 7. Distractions |  | 7. Low value tasks |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

TIME MANAGEMENT MATRIX – ACTIVITIES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **URGENT** | | **NOT URGENT** | |
| **IMPORTANT** |  | Hours Per Week |  | Hours Per Week |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **NOT IMPORTANT** |  | Hours Per Week |  | Hours Per Week |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |