

Prioritizing: Time Management Matrix

	Urgent	Not Urgent
Important	Q1: Urgent and Important	Q2: Important and Not Urgent
Not Important	Q3: Urgent and Not Important	Q4: Not Urgent and Not Important

How Do You Spend Most of Your Time?

Most people spend their time working on activities that fall in either Q4 (not important and not urgent), like checking email, or Q1 (urgent and important), like cramming for a test or working on a project when the deadline is in sight.

The key to effective time management is planning ahead and sticking to your plan as much as possible.

The more Q2 (important and not urgent) activities completed, the less undue stress you introduce and the better your work will turn out.