

Time Management Matrix

The Urgent/Important Matrix

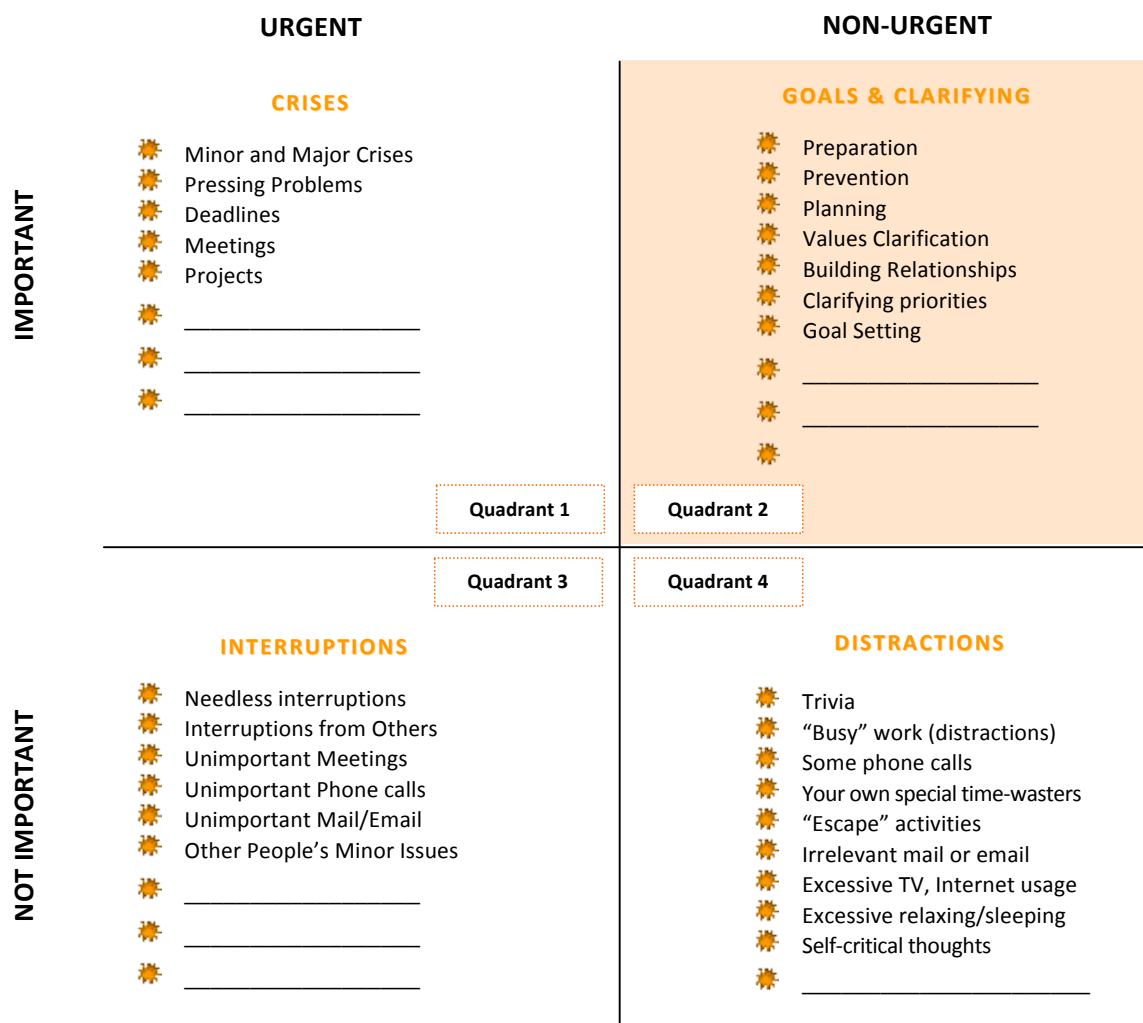
BACKGROUND

Former US President Eisenhower used the so-called "Eisenhower Principle" to organize his tasks. He is quoted as saying, "What is important is seldom urgent and what is urgent is seldom important."

Dr Stephen Covey made these concepts mainstream, calling it "The Urgent/Important Matrix" in his famous book *The 7 Habits of Highly Effective People*.

Time is obviously best spent in Quadrant 2 – **Important but Non-Urgent** tasks. I wonder:

- Which quadrant do you spend most time in? _____
- Perhaps you can find specific examples that are relevant to YOU for each quadrant and add those below.
- How could you improve how you spend your time?



Why not post this on your fridge or somewhere you will see it regularly to remind you?