

Time Management Matrix

IMPORTANT	URGENT	NOT URGENT
	 • Crises • Emergencies • Pressing problems • Deadline-driven projects • Last-minute preparations	 • Preparation, planning, prevention • Values clarification • Capability improvement • Relationship building • True recreation / relaxation
NOT IMPORTANT	 • Interruptions • Some callers, some mail • Some meetings • Many pressing matters • Popular activities	 • Busy work • Trivial activities • Some calls/emails • Escape activities • Time wasters

Adapted from Dwight Eisenhower's 4 Quadrants of Time Management Matrix