

Time Management Matrix

Use the Time Management Matrix sheet to help you prioritize your tasks.

Step 1. We often wear several hats. Decide which role you are focusing on (hat you are wearing) for this sheet. Once you complete this sheet, go back and complete another matrix for the duties you have for another role.

Step 2. Below, write down all of the tasks you need to accomplish this week. Do not focus on their importance. Focus on getting each task written down on the list. If more space is needed use the back of this paper.

Role _____		
Week _____		
Goals _____		

	Urgent	Not Urgent
I. I m p o r t a n t		II.
III. N o t I m p o r t a n t		IV.

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Step 3. Read through the next page to understand the 4 quadrants.

Explanation of Each Quadrant

Quadrant I. Urgent and Important - This is where you will write each task that has a deadline this week, Tasks that are emergencies, crisis management, pressing problems, and safety issues all go here. Tasks in this quadrant produce the most stress.

Quadrant III. Urgent, but Not Important - You will write tasks here that must be completed this week but are not that important. These tasks should be given your most alert time as they are not important, but are due this week. Do not overthink these tasks. Do the best you can and move on to the next item.

Quadrant VI. Not Urgent and Not Important - Here, write tasks that you may want to do, but do not need to be done to fulfill your job requirement. They may make you feel better once completed, but will not improve your work performance or make your job easier. If tasks in this quadrant do not get completed this will it will not any any stress to your workday or make you impact your life. If tasks in this quadrant continue to reappear here and do not move up in priority, think about removing it from the list. Think about delegating these tasks to someone else.

☆ **Quadrant II.** Not Urgent, but Important - This is the most important quadrant. Completing tasks in this quadrant will help decrease work stress. This is where most of your time should be spent.

Write tasks in here that are important, but not needed at this moment. If you wait, these tasks will become urgent and a source of stress. These types of tasks should be scheduled weekly. Planning your week is imperative to improve time management, productivity, and efficiency. Preventative maintenance tasks are important and should not be put off until they become emergencies.

At the end of the week, if you manage to only get the urgent/important and not urgent/important tasks completed, it was a successful week.

	Urgent	Not Urgent
I m p o r t a n t	I. Ex. Emergencies Crisis management Pressing problems Safety	II. ☆ Ex. Planning Preventative maintenance Relationship building Recognizing new opportunities
N o t I m p o r t a n t	III. Ex. People's requests Interruptions Some meetings, emails, & calls	IV. Ex. Trivia tasks Busy work Time wasters Some meetings, emails & calls.

Step 3. On the next page, organize each of your tasks into the quadrant it fits under.

Time Management Matrix

Role _____

Date _____

Goals _____

	Urgent	Not Urgent
I m p o r t a n t	I.	II.
N o t I m p o r t a n t	III.	IV.