

**Urgent / Important Matrix**

You need to confirm what is on your list that is important to you, what is urgent right now, what is not important to you, and what is not urgent.

One of the biggest blockages to progress is chronic busyness, so we need to be ruthless in seeing what can be better managed, delegated or eliminated, so we can plan for what is truly important to us.

* What you can delegate or eliminate from your life are the distractions. Distractions need to go. The way you do this is by asking some key questions to find out if each task is:
	+ Important and Urgent
	+ Important but not Urgent
	+ Not Important but Urgent
	+ Not important and Not Urgent

The key question is:

‘Is this important to my long term progress, success or happiness?’

If it is then it stays. If not, then it is scored off your list of things to do. You will need to go through each and every task asking this question.

To support yourself if you are unsure ask:

* ‘If this is not important why am I doing it?’
* ‘Why am I allowing these distractions?’
* “If these are important to securing my long term progress, success or happiness why am I not doing more of these?”
* Also, Urgency implies crisis management, so ask ‘What is my plan to stop these things being urgent in the future?’ or alternatively ‘How am I planning ***for*** them in the future?’

Once you have gone through this process you will have scored some of the tasks off your list. This is really important because you will now have identified some gaps.

It is really important you do not simply fill up these gaps.

Remember, the point of the exercise is to better manage your time so you do have some time left to plan to do the quality things with your life. It is important therefore you savour these gaps and appreciate the fact that you have now ‘created’ some additional time.

From your ‘to-do list’ allocate each activity to a quadrant:

|  |  |  |
| --- | --- | --- |
|  | Important | Not Important |
| Urgent | Things that are important and urgent and so need to be done.**MANAGE** | Things that are not important but urgent, so ask yourself “If they are not important why am I doing them?”**DELEGATE** |
| Not Urgent | Things that are important but not urgent, usually your long term dreams and purposes, so ask yourself “If these are my true dreams and purpose why am I not doing them?”**PLAN** | Things that are not important and not urgent, so ask yourself “Why am I allowing these distractions?”**ELIMINATE** |