

PERSONAL MANAGEMENT MATRIX

ORGANIZE AND EXECUTE AROUND YOUR PRIORITIES

Urgency is a measure of time. Consider the following:

- Approximately how long will the task take to complete?
- What are the variables or unexpected things that may delay the task once in process?
- Is the deadline negotiable? What are the consequences of a missed deadline?
- Does the task require the assistance of others? What is the availability and efficiency of those people?
- What are the barriers or restraints to accomplishing each task – budget, time, resources?

Importance is a measure of value. Consider the following:

- Does the task have a direct impact on the business?
- Can the task be appropriately delegated to other team members?
- Will the task have a significant negative impact if not completed?
- Does the task impact the completion of other tasks? If so, what is the combined value?
- Who is impacted by the task – indirectly and/or directly?
- What are the consequences if the task does not get done?
- What goal is the task helping achieve? What is the value of that goal?

PRIORITY LEVEL AND RESPONSE

1 = High Priority (A task that is both Important and Urgent) **DO IT NOW.**

These tasks **MUST** be done to meet your commitments. Deal with crises as they arise. A task that is both important and urgent is a top priority for success.

2 = Mid-Level Priority (A task that is Important but Not Urgent) **PLAN TO DO IT NEXT.**

Important tasks that are not urgent are easy to put on the back burner but be careful. These are critical for success. Don't allow lack of urgency to lull you into postponing an important task.

3 = Mid-Level Priority (A task that is Not Important but Urgent) **MANAGE IT.**


Be cautious of getting consumed with tasks that are urgent but not important. Try to keep them short and avoid taking on responsibilities that will include urgent but unimportant tasks.

4 = Low Priority (A task that is Not Important and Not Urgent) **AVOID IT.**

Re-evaluate why this task needs to be done in the first place. If it's not important or urgent, perhaps it can be dropped entirely or permanently delegated to someone else.

*7 Habits Of Highly Effective People - Stephen Covey

**Time Management Magic – Chrissy Scivicque

	URGENT	NOT URGENT
IMPORTANT	<p>ACTIVITIES:</p> <p><i>Crisis – Can’t ignore – Constant Pressure</i> 1</p>	<p>ACTIVITIES:</p>  <p><i>Planning – Proactive and Results-Minded</i> 2</p>
NOT IMPORTANT	<p>ACTIVITIES:</p> <p><i>Interruptions – Priorities of Others</i> 3</p>	<p>ACTIVITIES:</p> <p><i>Time Wasters – Pleasure of Escape</i> 4</p>

TIPS FOR MANAGING MID-LEVEL PRIORITIES

High priority and low priority tasks are relatively easy to recognize and the appropriate response is clear. The mid-level priorities typically cause the most grief.

- Seek ways to automate, eliminate or delegate simple tasks that are done often.
- Be cautious of unrealistic or unnecessarily tight deadlines. Renegotiate if/when necessary.
- Evaluate how the task supports your goals.
- Consider how the completion of the task will impact other tasks.
- Give yourself time for creativity.
- Be mindful of how others play a role in the completion of your tasks. Take into account their availability and efficiency.
- Be honest about the importance and urgency of tasks. Stress and anxiety can cause us to feel everything is important and urgent. Take a step back and give it some honest evaluation.
- Don’t sacrifice accuracy and quality for efficiency.

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