

TIME MANAGEMENT MATRIX

	URGENT	NON URGENT
Important	<p>Q-1: <u>Quadrant of Necessity</u></p> <p>Examples:</p> <ul style="list-style-type: none"> • Deadline-driven projects • Crises • Resolving immediate problems 	<p>Q-2: <u>Quadrant of Quality</u></p> <p>Examples:</p> <ul style="list-style-type: none"> • Problem prevention • Relationship building • Finding your life partner • Building your dream career • Personal development • Improving your health
Not Important	<p>Q-3: <u>Quadrant of Deception</u></p> <p>Examples:</p> <ul style="list-style-type: none"> • Interruptions • Certain phone calls, e-mails, meetings, reports • Certain pressing matters 	<p>Q-4: <u>Quadrant of Waste</u></p> <p>Examples:</p> <ul style="list-style-type: none"> • Time wasters • Surfing TV channels • Mindless Web surfing, texting, chatting

MY TIME MANAGEMENT MATRIX

	URGENT	NON URGENT
Important	Q-1: <u>Quadrant of Necessity</u>	Q-2: <u>Quadrant of Quality</u>
Not Important	Q-3: <u>Quadrant of Deception</u>	Q-4: <u>Quadrant of Waste</u>