

Time Management

Important vs Urgent

	Urgent	Not Urgent
Important (A priority)	<p style="text-align: center;">1</p> <p style="text-align: center;">Help crying sick baby Phone call to confirm job</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">Exercise Complete work assignment</p>
Not Important (C priority)	<p style="text-align: center;">3</p> <p style="text-align: center;">Interruptions Distractions</p>	<p style="text-align: center;">4</p> <p style="text-align: center;">Busy work Time wasters</p>

Key Points:

- Life purpose and goals should drive what's important.
- Maximize your time in quadrant 2. Quadrant 1 is not bad but may indicate that you are waiting until the last minute to get things done.
- When planning your day try to assign a priority to each task, A for most important, C for least important. If you accomplish one A priority task each day you will change your life.