

Time Management Matrix

<u>Description & Purpose:</u> The Coach2Growth Time Management Matrix is a tool to help you determine where you're spending your time, so that you may course-correct.

<u>Directions:</u> Take a look at your average day or week and chart where you're spending your time. Then, plan to shift your time to those activities deemed "Important," and "Not Urgent," as much as possible. Doing so, means fewer fires, less stress and, ultimately, better results.

Urgent

Not Urgent

strategically and/or proactively

Crises; "Putting out fires"
Pressing problems
Deadline-driven projects,
meetings, reports
High Priority tasks
Meetings, email, texting, calls to

respond to/minimize crises

Preparation
Planning & strategizing
Reflection
Building relationships
People development
Email & calls to communicate

Where are you spending your time?

spending yo

Interruptions
Unnecessary paperwork/reports
Meetings without clear
agenda/objectives
Other people's priorities

Sporadic/compulsive email,

texting, calls

excessive/mindless TV
Internet surfing
Sporadic/compulsive, email, texting, calls

Busywork & time wasters

"Escape" activities, like

Not Important

Important