

Time Management Matrix

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

Directions: 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.

