



Urgent/Important Takeaway

The Urgent/Important Takeaway demonstrates how you can use the Urgent/Important Matrix to prioritise your time and improve their well-being.

- Time stresses are the greatest cause of pressure and stress.
- Managing your time both in your personal life and professional life means spending your time on things that are important as well as urgent.

The difference is explained below:

- **Important:** activities have an outcome that leads to the achievement of your goals
- **Urgent:** activities demand immediate attention and are often associated with the achievement of someone else’s goals.
- Urgent activities are often those that we concentrate on as they demand attention because of the consequences attached if these actions are not carried out.
- A powerful way of thinking and prioritising is by using the Urgent/Important Matrix.

Urgent

Not Urgent

<p>Urgent & Important Critical activities Crisis Pressing issues Deadlines</p>	<p>Not Urgent / Important Important Goals Planning Preparation Personal Development</p>
<p>Urgent / Not Important Interruptions More ‘interesting’ activities</p>	<p>Not Urgent / Not Important Trivia Time wasting Distractions</p>

To use the Urgent/Important matrix take the following actions:

- The first step is to list all the activities and tasks that you feel you have to do on a blank sheet of paper.
- Try to include everything that takes up your time in all areas of your life. Even those areas that you currently feel are unimportant.
- Next assign a level of importance to each of these activities.
- Use a scale of 1-10. 1 being low importance and 10 being very very important. How important is this activity on a scale of 1-10 to help you improve **your** well-being?
- Try not to concern yourself with the urgency attached to them at this stage. This will help establish the true IMPORTANCE.
- Once you have assigned importance to each of the activities evaluate the urgency of each activity using the same scale.
- Assign a level of importance to each of these activities.
- Use a scale of 1-10. 1 being low urgency and 10 being very very urgent. How urgent is this activity on a scale of 1-10 to help you improve **your** well-being?
- Now consider each of the activities and decide which quadrant they fall into based on your figures:

Urgent and important

- Falling into this category are often tasks that you could not foresee happening or that you have left until the last minute to complete.
- Now that you have identified these activities, once completed reflect on those that could have been planned for so that you can schedule similar activities ahead of schedule in the future.

Urgent and not important

- Urgent but not important activities are often activities that prevent you from achieving your goals and completing your work. Ask yourself whether these tasks can be rescheduled or delegated to someone else.

Not urgent but important

- These are the activities that help you achieve your personal goals and complete important work. Make sure you have enough time to do things properly so that they do not become urgent.

Not urgent and not important

- These activities are just a distraction and should be avoided where possible. They maybe activities that others wish you to complete but do not help you move towards your own goals. Often when people can clearly see that you are clear about your objectives and boundaries they will often not ask you to complete unimportant tasks again.
- Each of these definitions are general definitions. How you categorise your tasks and activities is down to you. There is no right or wrong, but you must assign each activity to one of the quadrants.
- By using this matrix you can shift your attention to the areas that need your attention first and foremost and support the development of the other areas into a plan of action that works for you.