

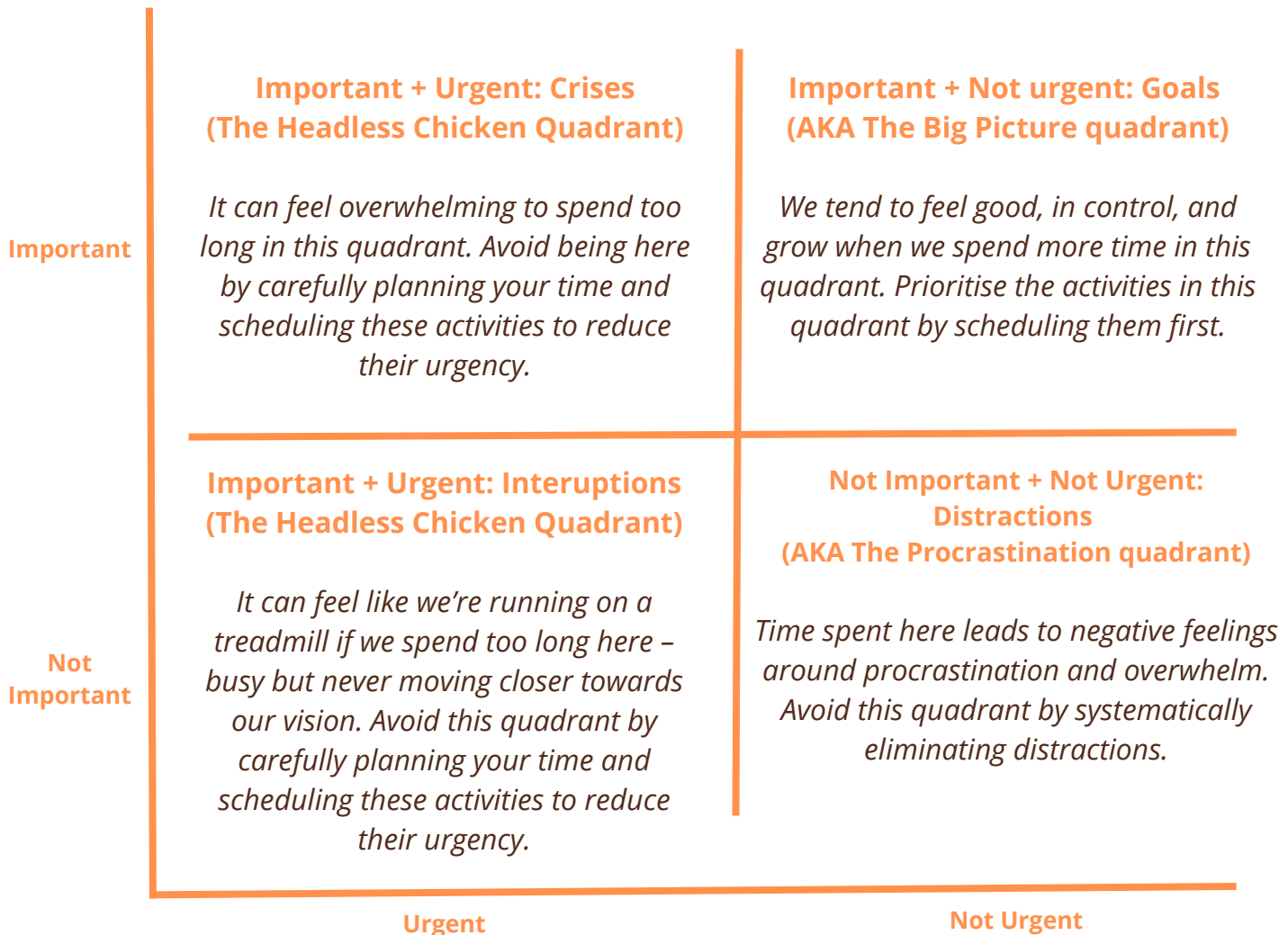
TIME MANAGEMENT

THE EISENHOWER MATRIX: IMPORTANT X URGENT

Thinking about how you spend your time, identify where your daily activities fall within the following four quadrants.

Importance: The extent an activity or task will move you closer towards achieving your vision of success.

Urgency: The extent that an activity or task must be completed immediately.



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Consider:

- Where in the matrix are you spending your time?
- What tasks/habits are keeping you out of the growth space?
- How can you adjust your behaviour or schedule to spend more time in the growth section, and less time in the other three sections?

Use the matrix on the previous page to plot your activities and record your thoughts in the box below.