

Self-analysis

urgent

not urgent

important

I
Urgent and
important
DO IT NOW

II
Important
not urgent
PLAN WHEN
TO DO

Priority Matrix

not
important

III
Urgent not
important
DELIGATE IT

IV
Not
important
not urgent
DELETE IT

F A L L I N G

In Love
WITH MYSELF AGAIN

Self-analysis

Priority Matrix

Instruction Manual

Priority Matrix or Time Management Matrix was originally developed by Dwight Eisenhower. Priority Matrix is a visual tool for time management, and evaluating tasks to decide whether they should be carried out, delegated or dropped. By using the decision matrix below in your time management you will divide your actions based on opportunities.

Priority Matrix divides tasks into 4 quadrants:

1. Urgent and important. Tasks that should be completed immediately.
2. Not urgent and important. Tasks need to be scheduled.
3. Urgent and not important. Tasks that should be delegated.
4. Not urgent and not important. Tasks that can be skipped.

Spending too much time in quadrant 1 leads to stress and burnout which tends to consume all the time.

Quadrant 3 is often mistaken for quadrant 1 but in reality urgency is based on priorities of other people. Spending too much time in quadrant 3 leads to gradual loss of control and long-term vision.

Spending time mostly in quadrants 3 and 4 is pretty much the worst case scenario, with no sense of responsibility or control.

The aim is to spend as much time as possible in quadrant 2 which is at the core of the effective personal management.

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