**GCTS Student Success Department**

*Time Management Matrix*

**Urgent**

**Not Urgent**

2. Focus

* Strategy and planning
* Working towards goals
* Prevention
* Setting up systems
* Building relationships
* Exercise
* Healthy relaxation and rest
* Personal growth

*Not urgent, still important*

1. Manage

* Genuine emergencies
* Upcoming exams
* Pressing problems
* Deadline-driven projects
* Last-minute preparation
* Meaningful appointments
* Tasks from #2 that were postponed

*Urgent and important!*

**Important**

**Not Important**

3. Avoid

* Interruptions
* Some email and phone calls
* Some meetings
* Many “pressing” matters
* Unimportant requests
* Many popular activities
* Other people’s minor issues
* Most phone notifications

Urgent but not important

4. Limit

* Distractions
* Drama, unnecessary conflict
* Surfing the internet
* Social media
* Excessive tv, movies, videos
* Busy work
* Any activity you use to procrastinate

Not urgent and not important

**Quadrant 1:** Important and urgent items that need to be handled right away.

**Quadrant 2:** Important but not urgent items that need planning. This is the place to focus your energy to achieve your long-term goals!

**Quadrant 3:** Urgent but unimportant items to be minimized or eliminated. Often pleasant, but time-consuming!

**Quadrant 4:** Unimportant items that are not time-sensitive; timewasters can be minimized or eliminated.