Lesson 3: Time Management

How to Prioritize

Objective: To know why it’s important to prioritize

To learn how to do it

Introduction: Prioritizing is necessary because we can’t do everything we want to.

On the previous lesson you were to set priorities to balance your day. Now let’s look at how well

you did by using the time management matrix.

Everything we do is Urgent or Not Urgent. Let’s divide it up in Quadrants.

Quadrant 1 - Urgent and Important - The Quadrant of Necessities - reactive tasks that need to be don, often at the last minute. Crises, ‘fire-fighting’ and looming deadline are typical examples. Time spent in this quadrant can’t be avoided, but it can be significantly reduced if you’re prepared to spend more time in.

Quadrant 2 – Important but not Urgent - The Quadrant of Quality - proactive tasks, often habitual, that maintain or improve the quality of your work and life. This the one to aim to spend more time in. The more you expand this quadrant, the more you reduce the other three,

Quadrant 3 – Urgent but not Important – The Quadrant of Deception – plenty of people have gone home in the evening wondering where all the time went. It’s so easy to get sucked into doing things that are the wrong side of the 82-20 rule.

Quadrant 4 – Neither Urgent or Important – The Quadrant of Waste – you know what it is and you know when you’ve been in it. The trick is to know when you’re in it. Often, it starts out as restful time (which is Quadrant 2). The tipping point comes when you spend too long doing mindless things.

Students are to produce their own personal matrix, adding activities that they habitually do – in which quadrant does each one go? You may refer back to the top to help you complete the Quadrant.

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|  | Urgent | Not Urgent |
| Important | 1. Necessity - Reduce | 1. Quality – Increase |
| Not Important | 1. Deception – Manage | 1. Waste - Avoid |