Time Management Matrix

	URGENT	NOT URGENT
IMPORTANT	**Quadrant I**: *Important deadlines with high urgency* The first quadrant contains tasks and responsibilities that need immediate attention. **Reduce** time in this Quadrant by doing more work in Quadrant II.	**Quadrant II**: *Long-term development & strategizing* The second quadrant is for items that are important without requiring immediate action. This quadrant should be used for long-term strategizing. **Schedule** time for strategic thinking to spend more time here.
NOT IMPORTANT	**Quadrant III**: *Distractions with high urgency* The third quadrant is reserved for tasks that are urgent, without being important. Minimize or even eliminate these tasks as they do not contribute to your output. **Delegate** these tasks as much as possible.	**Quadrant IV:** *Activities with little to no value* The fourth and last quadrant focuses on tasks and responsibilities that do not yield any value—items that are unimportant and not urgent. **Eliminate** these time wasters should at any cost.

WRIGHT PATH COACHING

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		