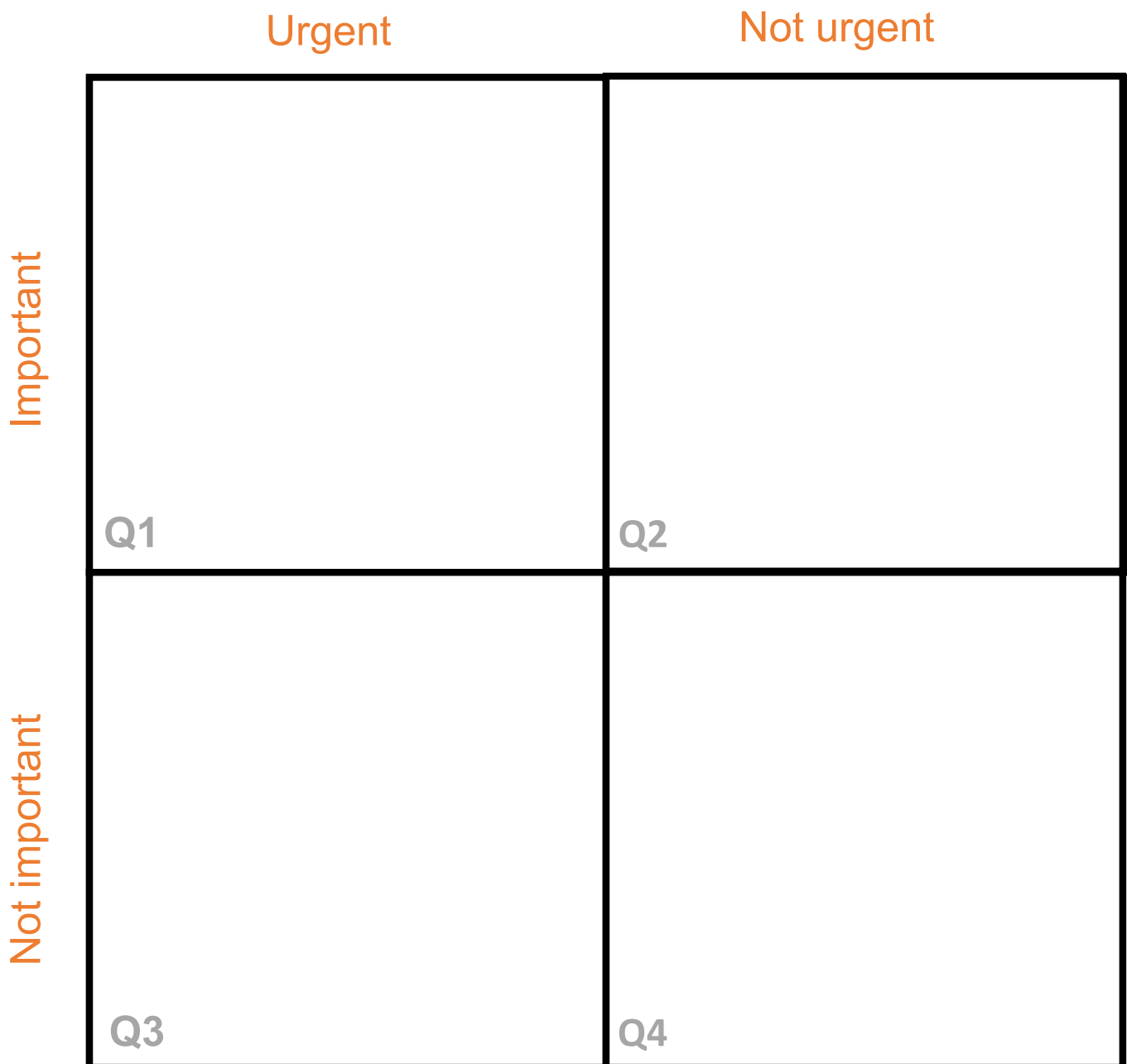


Time Prioritisation Matrix

	Urgent	Not urgent
Important	<p>Crisis management Last minute prep Time critical activity</p> <p>Q1</p>	<p>Planning & preparation Personal development Relationship building Coaching Looking after ourselves</p> <p>Q2</p>
Not important	<p>Other peoples crisis Some e-mail Interruptions Some reports Many meetings</p> <p>Q3</p>	<p>Moaning Gossiping Excessive social media Excessive TV</p> <p>Q4</p>

In Stephen Covey's book the **7 Habits of highly effective people** he popularized Dwight Eisenhower's time management matrix. I have the belief it's more important to use the mindset of prioritizing our time so have made the subtle twist to call this the time prioritization matrix.



Action - over the course of one week monitor how you spend your time and map it against the four quadrants of the matrix. The rationale behind the matrix is that the more time we spend in Q2 the more effective we will become. It is inevitable that you will spend some time in Q1. Therefore to maximise the time for Q2, stop Q4 and look to minimise activity in Q3.

30 ideas of Q2 Activity to consider

1. Exercise
2. Meditation
3. Weekly review and plan
4. Tidying (home, office, inbox, mind)
5. Removing unwanted things from your environment
6. Adding things you want to your environment
7. Daily connection to values
8. Developing longer-term goals and plans
9. Preparing for a one-to-one with someone you work with.
10. Personal development.
11. Preventative maintenance
12. Quality family time
13. Rejuvenating hobbies
14. Preparing for a meeting.
15. Preparing for a conversation with a partner
16. Listening to a friend
17. Supporting a colleague
18. Practicing a presentation
19. Seeking and working on feedback
20. Getting out in the fresh air
21. Reading
22. Listening to music
23. Volunteering
24. A good turn for someone else
25. Contributing to different causes
26. Shadowing other peoples roles
27. Researching a change in career
28. Looking after long-term finances
29. Cooking fresh food
30. Spending quality time with people you care about

To start with less is probably more. Go for an increase of 1 hour in Q2 and then build on that each week.