TASK MANAGEMENT MATRIX

THE DOCUMENT EXPLAINS A TASK MANAGEMENT STRATEGY BY DIVIDING TASKS INTO FOUR QUADRANTS BASED ON THEIR IMPORTANCE AND URGENCY. THIS METHOD AIDS IN DETERMINING WHAT TASKS NEED IMMEDIATE ATTENTION AND WHICH ONES CAN BE SCHEDULED FOR LATER.

- TASKS THAT ARE URGENT AND IMPORTANT SHOULD BE DONE AS SOON AS POSSIBLE. THESE TASKS TYPICALLY HAVE CLEAR DEADLINES AND SIGNIFICANT CONSEQUENCES IF NOT COMPLETED PROMPTLY.

- TASKS THAT ARE IMPORTANT BUT NOT URGENT NEED TO BE SCHEDULED. THESE ARE TASKS THAT DON'T HAVE A SET DEADLINE BUT CONTRIBUTE TOWARDS LONG-TERM GOALS.

- TASKS THAT ARE NOT IMPORTANT BUT URGENT SHOULD IDEALLY BE DELEGATED. THESE ARE TASKS THAT NEED TO BE COMPLETED BUT DON'T NECESSARILY REQUIRE YOUR EXPERTISE.

- TASKS THAT ARE NEITHER IMPORTANT NOR URGENT SHOULD BE DISCARDED AS THEY USUALLY DISTRACT YOU FROM YOUR PRIMARY TASKS AND DO NOT ADD ANY MEASURABLE VALUE.

MY URGENT-IMPORTANT

MATRIX

ORGANIZE YOUR TASKS USING THE FOUR QUADRANTS BELOW TO IDENTIFY WHAT REQUIRES THE MOST ATTENTION TODAY, THIS WEEK, OR THIS MONTH.

	URGENT	NOT URGENT
IMPORTANT	**DO ASAP** TASKS WITH CLEAR DEADLINES AND SIGNIFICANT CONSEQUENCES IF NOT COMPLETED IN A TIMELY FASHION.	**MAKE TIME TO DO** TASKS WITH NO SET DEADLINE BUT THAT BRING YOU CLOSER TO YOUR LONG-TERM GOALS.
NOT IMPORTANT	**DELEGATE IT** TASKS THAT NEED TO GET DONE, BUT DON'T NEED YOUR EXPERTISE IN ORDER TO BE COMPLETED.	**TOSS IT** TASKS THAT DISTRACT YOU FROM YOUR PREFERRED COURSE, AND DONT ADD ANY MEASUREABLE VALUE.

MY URGENT-IMPORTANT

MATRIX

ORGANIZE YOUR TASKS USING THE FOUR QUADRANTS BELOW TO IDENTIFY WHAT REQUIRES THE MOST ATTENTION TODAY, THIS WEEK, OR THIS MONTH.

	URGENT	NOT URGENT
IMPORTANT	DO ASAP	MAKE TIME TO DO
NOT IMPORTANT	DELEGATE IT	TOSS IT