

HOW TO PRIORITIZE YOUR TIME TIME MANAGEMENT



URGENT

I - Effective Lives

Activities

Crises

Pressing Problems

Deadline driven projects

Results;

Stress

Burnout

Crises Management

Always putting out fires

NOT URGENT

III - Effective Lives -

SUCCESSFUL LEADERS

Managers

Activities

- Prevention
- (production-
production/capability)
- Relationship building
- Recognizing new Opportunities
- Planning, recreation

Results;

- Vision, perspective
- Balance
- Discipline
- Control
- Few crisis

NOT IMPORTANT

IIII - Irresponsible Lives

Activities

- Interruptions, some calls
- Some Mail, some reports
- Some meetings
- Proximate, pressing matters
- Popular activities

Results;

- Short term focus
- Crises management
- Reputation: Chameleon character
- See goals 7 plans worthless
- Feel victimized-out of control
- Shallow broken relationships

NOT URGENT NOT IMPORTANT

IV - Irresponsible Lives

Activities

- Trivia, Busy Work
- Some Mail
- Some Phone Calls
- Time wasters
- Pleasant Activities

Results;

- Total irresponsibility
- Fired from jobs
- Dependent on others or institutions



Effective people stay out of III and IV

If you could do one thing in your professional work that you know would have enormously positive effects on the results what would it be?

How much time are you spending on this?

Rather than being a policeman or hovering supervisor, become a problem solver and helper to your employees.

Remember to keep your people involved in issues that affect them, no involvement means no commitment.

Do preventative things that stop things from developing in to a crisis in the first place.

Written by; James S. Wittmack based on;
Covey, S. (1990). The Seven Habits of Highly Effective People. (pp.146-182)
New York: Simon & Schuster

