

Urgent vs Important

Procrastination

Pebbles in the jar

TIME MANAGEMENT

Setting boundaries

Saying No

Negotiating requirements



URGENT vs IMPORTANT

WHAT IS IT?

The Eisenhower Matrix

“What is important is seldom urgent and what is urgent is seldom important.”

President Dwight Eisenhower

HELPFUL IF YOU'RE...

- busy but not productive
 - Easily distracted
- Struggling to get to their 'to do' list
- Getting stressed by, or avoiding, important tasks

	URGENT	NOT URGENT
IMPORTANT	1. DO IT <ul style="list-style-type: none"> • Crises • Firefighting • Short notice opportunities • Important meetings • Client priorities or complaints • Project Deadlines 	2. PLAN IT <ul style="list-style-type: none"> • Development • Strategies • Growth / Values • Capability improvement • Relationship building • Rest & Relaxation
NOT IMPORTANT	3. DELEGATE <ul style="list-style-type: none"> • Not your emergency • Unreasonable requests • Interruptions • Phone callers • Unproductive meetings 	4. ELIMINATE <ul style="list-style-type: none"> • Energy vampires • Distracting calls, emails, drive-by(s) • Stress avoidance tactics (procrastination) • Time wasters

IMPORTANT = Moves the business, project or your career & personal development forward

URGENT = *unexpected / cannot wait until tomorrow*

URGENT vs IMPORTANT

HOW TO MANAGE IT

1. Awareness

- Record how time is spent in each box (template overleaf)
- Analyse how your time is proportioned and common sources of demand.

2. Reflect

- consider alternate approaches shown
- reflect on WHY you let some tasks waste your time.

3. Prepare

- build more time in for planning and managing your time
- Identify resources to delegate to and prepare them for it.
- move box 1 tasks to box 2
- expand time in boxes 3 & 4.
- set boundaries for common time wasters

4. Implement and Review

- start the day implementing your plan
- manage expectations of the sources driving boxes 1 and 3
- repeat steps 1 & 2 and adjust

	URGENT	NOT URGENT
IMPORTANT	<p>I. DO IT</p> <p>Plan to reduce time spent here</p> <p>Evaluate why it hit this box in the first place</p> <p>What were you avoiding / balancing that important became last minute</p>	<p>2. PLAN</p> <p>Schedule time to do these</p> <p>Be thorough about completing these tasks</p> <p>Include planning time for boxes 1-3</p>
NOT IMPORTANT	<p>3. DELEGATE (or) NEGOTIATE (if resources limited)</p> <p>Hold others accountable for their tasks. Be clear on quality of outcomes, deadlines and check in windows.</p>	<p>4. ELIMINATE (Avoid giving this energy)</p> <p>Be curious about why you are being asked to do this.</p> <p>- Don't do it (and forgive yourself)</p> <p>- Do it last (worst case)</p>

MY TIME MANAGEMENT JOURNAL

IMPORTANT

NOT IMPORTANT

URGENT

NOT URGENT

What fires came up today and why?

Did I follow my plan and if not why not?
How can I avoid that repeating next time?

What could others have done for me?
Why didn't I ask them to do it?

Which tasks did I do which didn't add value?
Which tasks can I give up?

Week / Day:

Reflections:

Timewaster sources:

Delegation resources:

What got in the way?