

# Time Management: To Do or Not to Do

President Dwight D. Eisenhower famously said, ‘What is important is seldom urgent and what is urgent is seldom important.’ He used this principle to organize his tasks. His principle has been used as a method of time management. As a reminder, not all decisions are equal and most can be delegated.

In recent years, Dr. Stephen Covey, author of *The 7 Habits of Highly Effective People* has made this principle mainstream by calling it “The Urgent/Important Matrix”.

Think about how you spend your time. Are you constantly interrupted by others? Do you move from one crisis to another? Are you prioritizing your time as well as you should?

In the quadrants below, write down the tasks in how you spend your time. Review:

1. Where do you spend most of your time?
2. Write the percentage of time you spend in each quadrant. Don’t overthink, write down your gut instinct.
3. After listing the tasks, also list specific examples of the time spent on the tasks in each quadrant.

	<b>URGENT</b>	<b>NOT URGENT</b>
<b>IMPORTANT</b>	<p><b>DO</b> <i>(Important + Urgent)</i></p> <ul style="list-style-type: none"> <li>• Pick up child from school</li> <li>• Project deadlines</li> <li>•</li> <li>•</li> </ul> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>SCHEDULE</b> <i>(Important + Not Urgent)</i></p> <ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Exercise</li> <li>•</li> <li>•</li> </ul> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>NOT IMPORTANT</b>	<p><b>DELEGATE</b> <i>(Important + Not Urgent)</i></p> <ul style="list-style-type: none"> <li>• Meal Prep</li> <li>• Busy Work</li> <li>•</li> <li>•</li> </ul> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>ELIMINATE</b> <i>(Not Important + Not Urgent)</i></p> <ul style="list-style-type: none"> <li>• Social Media</li> <li>• Video Game</li> <li>•</li> <li>•</li> </ul> <hr/> <hr/> <hr/> <hr/> <hr/>