



## **Exercise: Time Management**

Things which matter most must never be at the mercy of things that matter least. The Eisenhower Matrix's four quadrant model help us get clarity on what's really important. It organises activities by urgency and importance so something can be important or not and urgent or not.

### **Quadrant 1 – The FOCUS QUADRANT**

We have things that are both urgent and important. Unfortunately, way too many activities fall into this category. We need to do a much better job at reducing the amount of things that shows up here or will be constantly making us stressed and burned out.

### **Quadrant 2 – The SCHEDULE QUADRANT**

We have things that are not urgent, but they are important. This is our 'magic' quadrant. It is where our real impact occurs, as scheduling your activities helps you to be proactive rather than only reacting to things.

### **Quadrant 3 – The DELEGATION QUADRANT**

We have urgent but not important things; these are really just interruptions we want to identify and reduce or delegate, otherwise they will consume our time and we will get stressed for not having addressed tasks in quadrants 1 and 2.

### **Quadrant 4 – The ELIMINATE QUADRANT**

We have not urgent and not important things. This is pure time wasting... surfing the internet, checking your phone for notifications every 5 seconds, etc. Spend enough time here and you'll get stressed.

### **How to do it:**

1. Identify the area of stress you want to work on (family, work, etc.)
2. Classify all tasks that you do in that area according to the axes of the matrix (urgent-important).
3. Discuss with a colleague or friend on how you can apply the strategies suggested:
  - Focus
  - Schedule
  - Delegate
  - Eliminate

