Not Urgent

Urgent

Urgent-Important Matrix

|  |  |
| --- | --- |
| * **Pay June rent** (by Friday)

Address these **immediately.*** **Proofread and submit open book exam** (Thursday mid-day)
* **Prepare for job interview** (Wednesday)
 | * **Video call with friends**

Make sure you **have time** for these!* **Stretching routine** ( to recover from my running injury before it gets worse)
* **Downtime every day** (to stop stress building)
 |
| * **Help little sister with school project** ( I could ask mum to help instead, or see if I can help next week when my deadlines have passed?)
* **Immediately responding to emails, doing small tasks that pop into my head** (they distract me from other tasks if I do them right away - maybe I can add them to a to-do list and do them all at once)

**Avoid** these when you have urgent/ important tasks  | * **Reading low quality news** (Maybe I can ask a friend to keep me up to date on the most important things happening?)

These should be your **very last priority**.* **Scrolling through social media** (Helps me unwind, but maybe I should set an app time limit on my phone and not use the apps during the day)
 |

Not Important

Important