Not Urgent

Urgent

Urgent-Important Matrix

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| * **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

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