

Urgency Vs. Importance Matrix Method

	Urgent	Not Urgent
Important	Quadrant 1: Complete these tasks ASAP Examples: Assignments due today or tomorrow, bills due today, etc.	Quadrant 2: Only start after Quadrant 1 tasks are complete Examples: Planning, long-term projects, etc.
Not Important	Quadrant 3: Often last-minute time wasters Examples: Interruptions, social invites, distractions, etc.	Quadrant 4: To be avoided if Quadrants 1-3 still have tasks not completed Examples: procrastination activities, mindless scrolling, etc.

It is recommended to spend most of your time in Quadrants 1 and 2 but note that some tasks may move quadrants based on circumstance. For example, if your dog has not been on a walk for 12+ hours because you have been at school/work, by the time you come home, walking the dog might move to quadrant 1 from quadrant 2.

Complete your own Urgency vs. Importance matrix here:

	Urgent	Not Urgent
Important	Quadrant 1: 	Quadrant 2:
Not Important	Quadrant 3: 	Quadrant 4:

Want to learn more? Work with the Learning Specialist to discover different time management strategies that work for you. Call 509-358-7757 or go online, wsu.mywconline.net, to make an appointment