

IMPORTANT/URGENT MATRIX

adapted from Steven Covey

	Important	
Urgent 	Not important/not urgent: (Trying new restaurants) (Shopping for nonessentials)	Important/not urgent: (Intimate communication) (Quality bonding)
	Not important/urgent: (Telemarketers calling) (Solicitors ringing doorbell)	Important/urgent: (House on fire) (Taxes due) (Kids in trouble)

It's staying in the "urgent" quadrants that keep us from having the energy and time to do the "important" quadrants. The important/not urgent quadrant is the easiest to neglect but causes the most urgent problem in the long run. For example, not taking time for quality bonding with kids can lead to more trouble-prone kids. Gaining control of one's life involves forming strategies to filter out the non-important/urgent and non/important/non urgent categories.

Erase the examples and place your own examples in the quadrants.