Time Management Matrix

Clear Path
COACHING

high ——————————— **URGENCY** ——————————— low

	Urgent	**Not Urgent**
high	*Manage / Necessity*	*Focus / Value Add*
Important	• Execute projects with deadlines • Deal with crisis/problems • Address customer issues	• Set and execute strategic vision & priorities • Build relationships • Develop team • Align others • Manage own development/career
	Goal: Reduce (through improved planning) or delegate these tasks	Goal: Plan and schedule these tasks
Not Important	*Delegate / Do Not Be Deceived*	*Avoid / Time Waster*

	• Things that can be done by others
	  - Scheduling meetings, flights etc.
	  - Responding to certain emails
		• Some emails: likely don't need to read and answer all
		
		• Some meetings

low	Goal: Determine who can do these tasks for you	Goal: Limit these tasks

IMPORTANCE (high ——— low)

Time Management Matrix

Clear Path COACHING

	Urgent	Not Urgent
Important	• Enter text here	• Enter text here
Not Important	• Enter text here	• Enter text here

high ———— IMPORTANCE ———— low