



Time Management - Time Matrix

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"If there was only one thing you could do in this life, what would that be?"

Why don't you do it right now?

Time Matrix - Quadrant II Time Management

Urgent

Not Urgent

Important

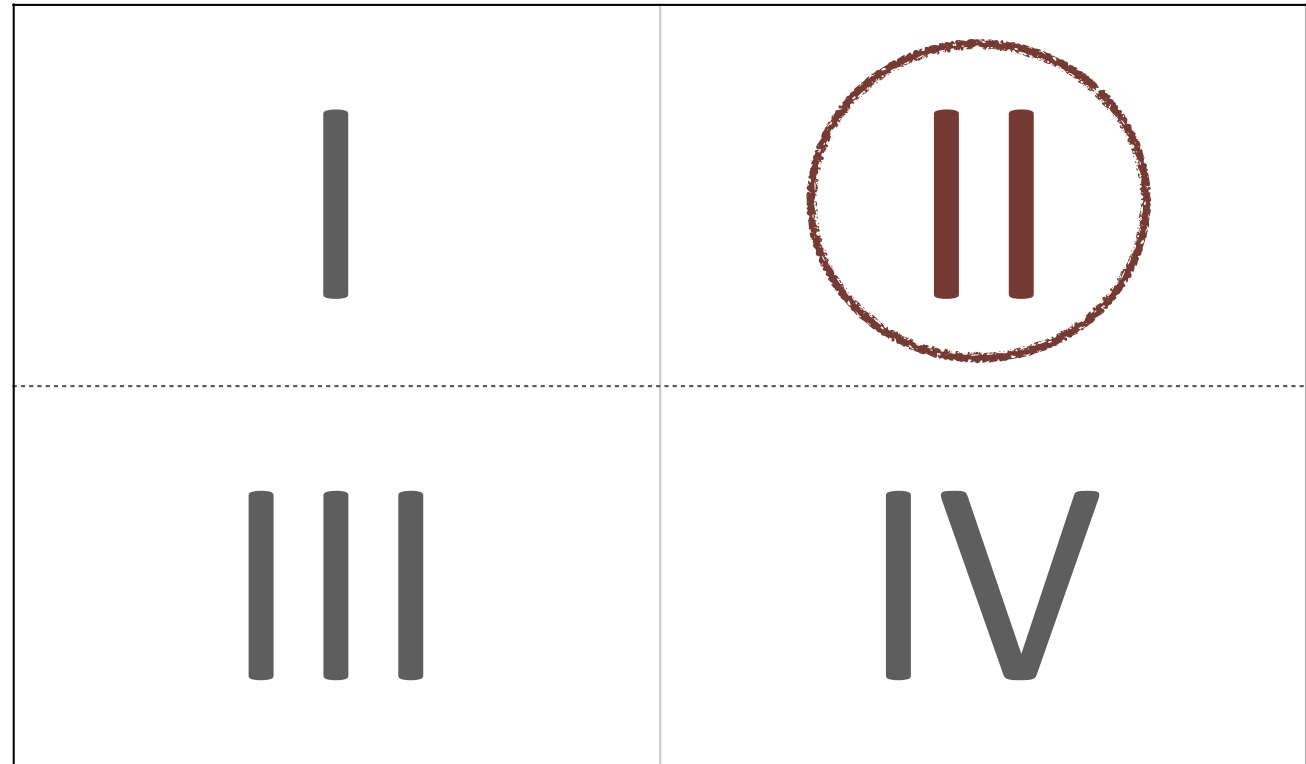
I

II

Not Important

III

IV



Examples

Urgent

Not Urgent

Important

Assignments, exams
Deadlines
Paper submissions
Course projects

Planning
Reading papers
Writing up your results
Attending talks, seminars, ...
Physical exercise
Leisure

Not Important

Interruptions
Phone ringing
IMs, SMS
Some e-mails
Some TV shows
Updating Facebook status!

Games
Web surfing
Browsing OSNs
Most TV shows
Some e-mails

Results

Urgent

Not Urgent

Important

Stress
Sleep problems
Health problems
Burnout
Out of control

Vision
Perspective
Balance
Control

Not Important

Out of control
Short-term focus
Feeling victimized

Dependence
Irresponsibility
Loss of focus
Lack of motivation

Final thoughts

- Need to prioritize and know what is important
 - What are your important roles in life?
 - What you envision as success in each role?
- Need to plan ahead and give priority to QII tasks and projects
 - Schedule big rocks
 - Don't sort gravel



References

- **The 7 Habits of Highly Effective People**, by Stephen R. Covey
- **The 5 Choices: The Path to Extraordinary Productivity**, by Adam Merrill, Kory Kogon, Leena Rinne