

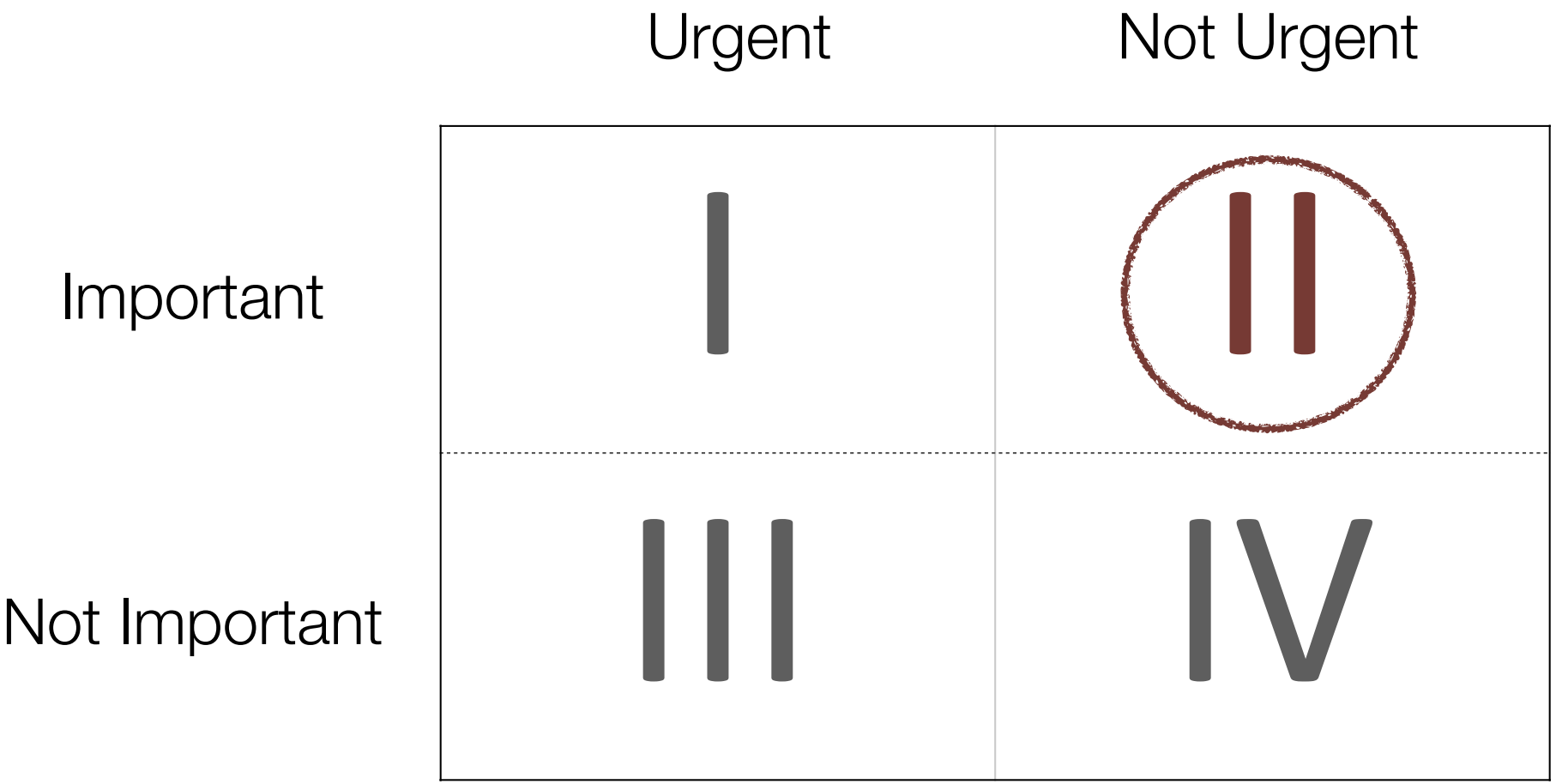
Time Management -
Time Matrix

Yashar Ganjali
University of Toronto

"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



Examples

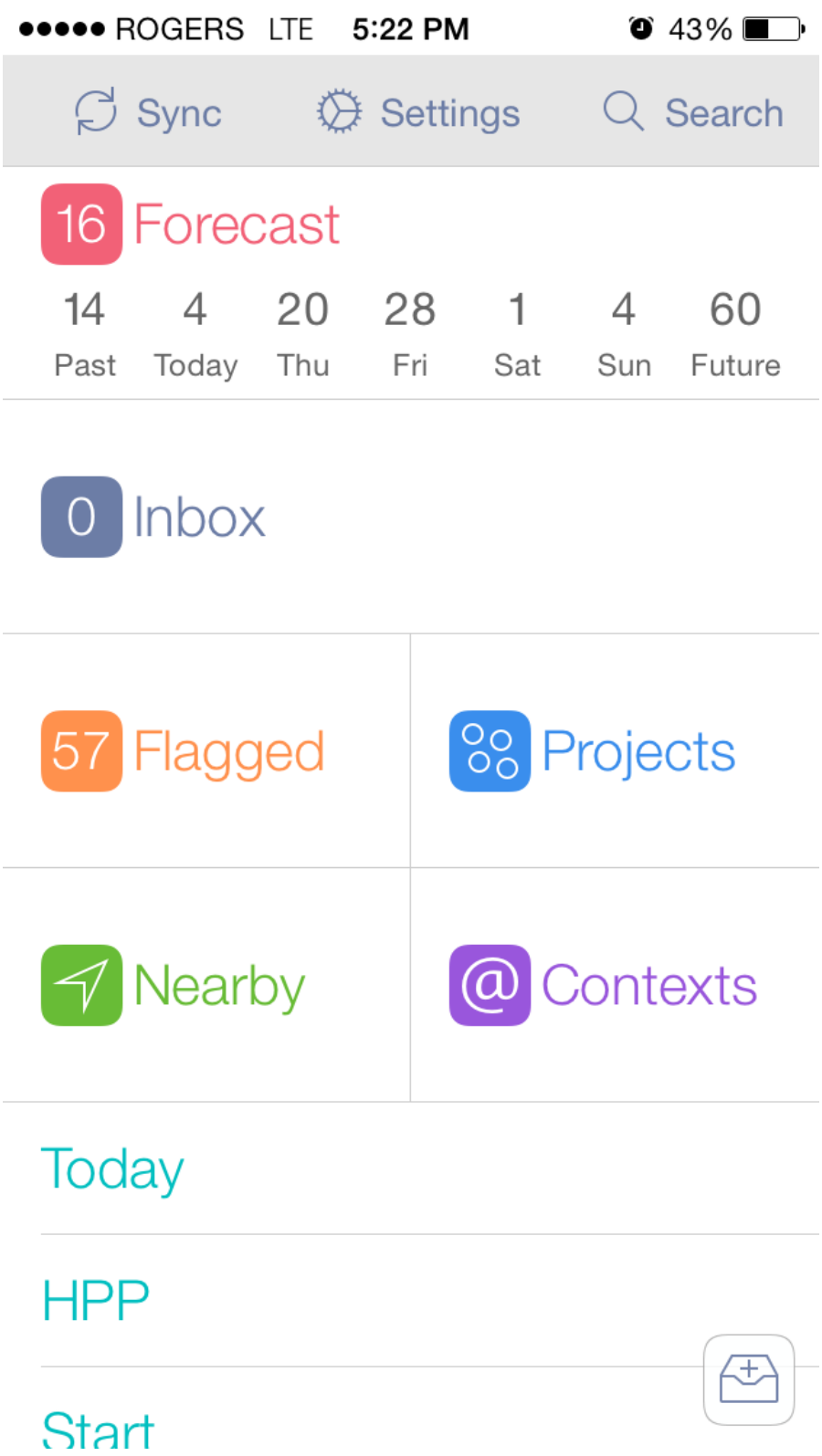
	Urgent	Not Urgent
Important	Assignments, exams Deadlines Paper submissions Course projects	Planning Reading papers Writing up your results Attending talks, seminars, … Physical exercise Leisure
Not Important	Interruptions Phone ringing IMs, SMS Some e-mails Some TV shows Updating Facebook status!	Games 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

Getting Things Done

- Collect
- Process
- Review
- Do



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