



How To Start Living And...

PRIORITISE



In today's busy environment, it is good to have a plan, maybe even several. A good plan will include putting both your needs (not wants) and any tasks that need to be done alongside the available time that you have. Once you have a list of your needs and tasks you can then use the following matrix that was introduced by Stephen Covey in his book, The Seven Habits of Highly Effective People.

This matrix is an extremely useful way to help you focus, and it then gives some order to the tasks and demands you are experiencing:

1. Guidelines for using your matrix

- Start with making a list to identify all your needs, demands and tasks
- Now put them in one of the four boxes that you feel is the most appropriate
- What does your matrix look like?
- Review each box and re-evaluate each demand/task and consider if it is in the right box
- You may now wish to reassign some of the demands and tasks

	URGENT	Not Urgent
IMPORTANT	<p>Urgent and Important</p> <p>(Firefighting)</p>	<p>Important but Not urgent</p> <p>(Quality work)</p>
Not Important	<p>Urgent but Not important</p> <p>(Distractions)</p>	<p>Not urgent and Not Important</p> <p>(Time Wasting)</p>

2. How it works

- Aim to work in the TOP two boxes
- The balance may change, but aim to have most demands and tasks in the top right box
- Set realistic expectations and break your goals into smaller, more manageable tasks
- Be aware that what is important to others may not be one of your key priorities
- Use this matrix with our [Top Tips to Help You Prioritise](#)