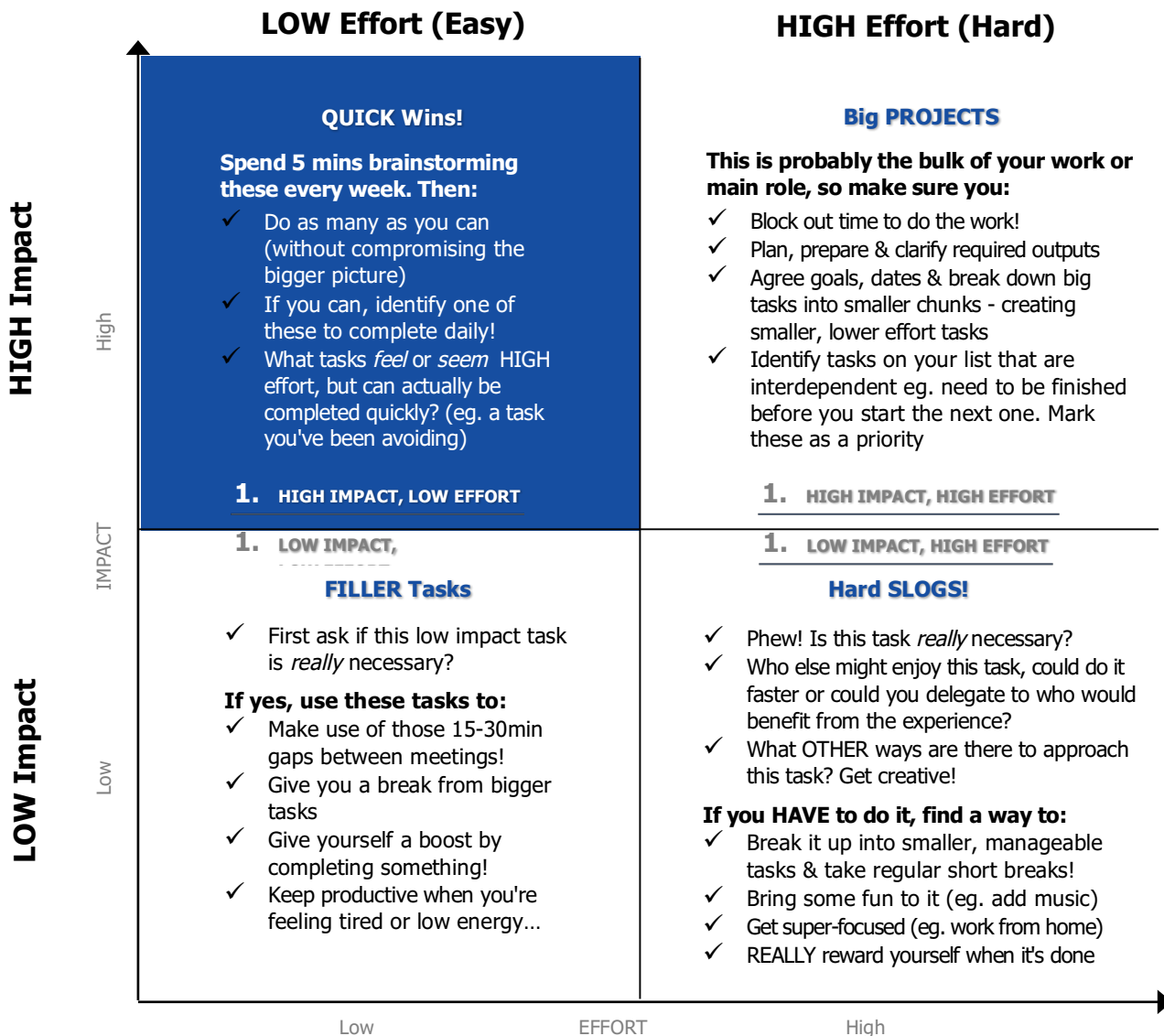




TIME MANAGEMENT – THE ACTION/PRIORITY MATRIX

Would you like to be more productive with the time you have? Achieve more with less effort? What about some help with delegating time-consuming tasks? Use this simple matrix to help you prioritize your time better.

Time is obviously best spent in the shaded quadrant – LOW Effort and HIGH Impact tasks. Read below and then use the empty template over the page to divide up your own task-list and get boosting your productivity!

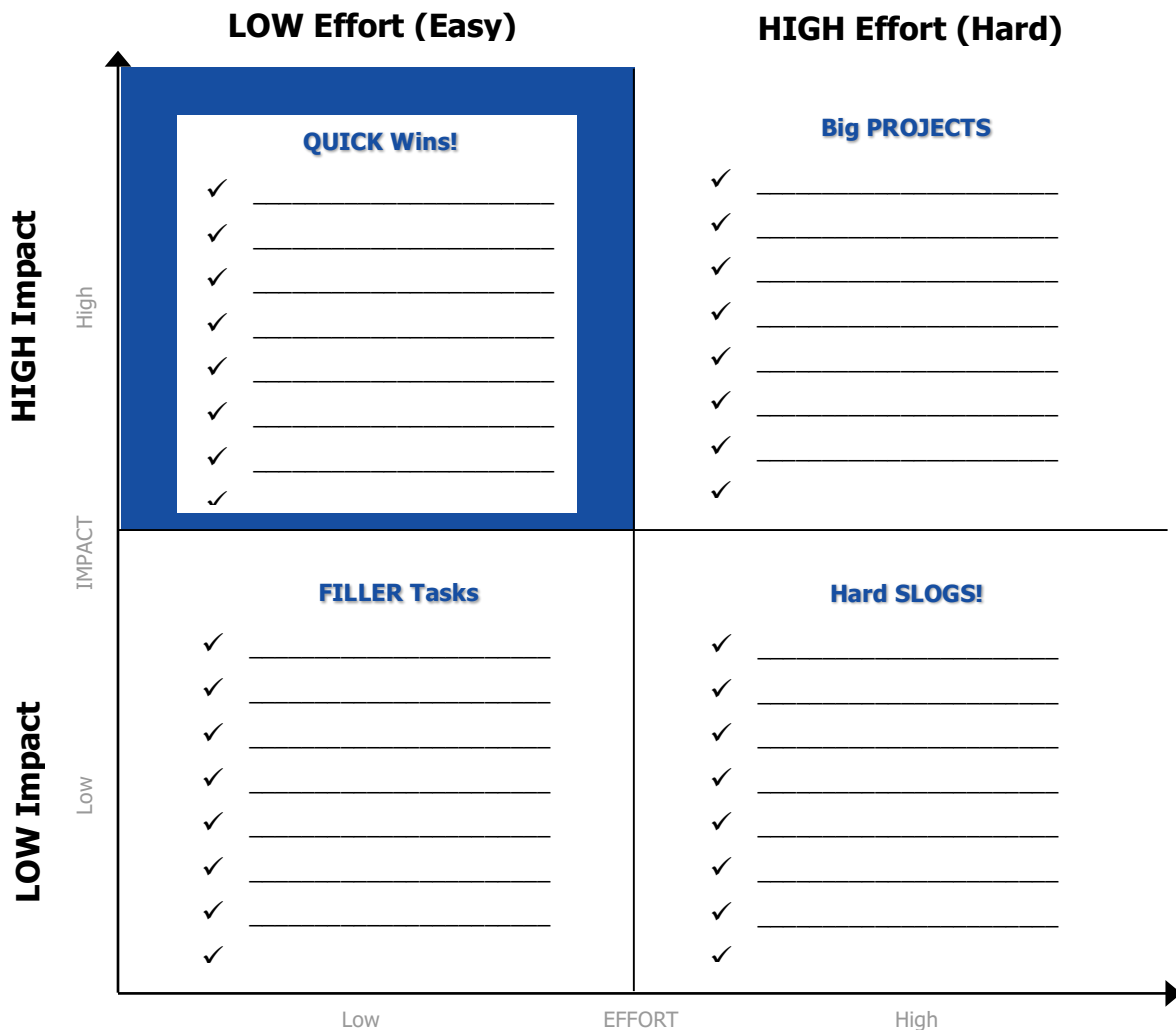


What have you learned so far, that you'd like to make a note of?

Now it's time to put YOUR tasks into the relevant categories on the chart overleaf - so you can really make use of this new time management technique.

So, while you may need to spend the majority of your time on big projects or tasks, it's worth spending a few moments to identify your quick wins and maximize productivity. Use this empty template below to divide up your own task-list and see what you learn:

1. First list out your tasks for the week and then add them into the appropriate quadrants below.
2. Next ask, are there any deadlines you need to meet this week? Is there anything you absolutely **MUST** get done? **Highlight** these and see which quadrant they are in.



- Finally, look at your chart and consider where you spend most of your time. What % of time do you spend in each quadrant? How would you like to spend your time differently? What actions could you implement in the next week?

1 st Key Observation/Learning:	Action 1:
2 nd Key Observation/Learning:	Action 2:
3 rd Key Observation/Learning:	Action 3:

Why not put your completed chart somewhere obvious - so you can refer to it as the week progresses?