



Time Management Matrix®

Description:

Cramming is a common problem for students. Too often, studying for an important test is left to the last minute. Also too often, students won't work on a major assignment or project until a few days before it is due. In other words, what is important is not done until it becomes urgent. But when urgency rules our actions, quality often suffers. Test scores decline; projects are substandard. This activity is designed to help students understand the difference between important and urgent. Understanding and applying the difference will help them Put First Things First.®

Objectives:

Students will:

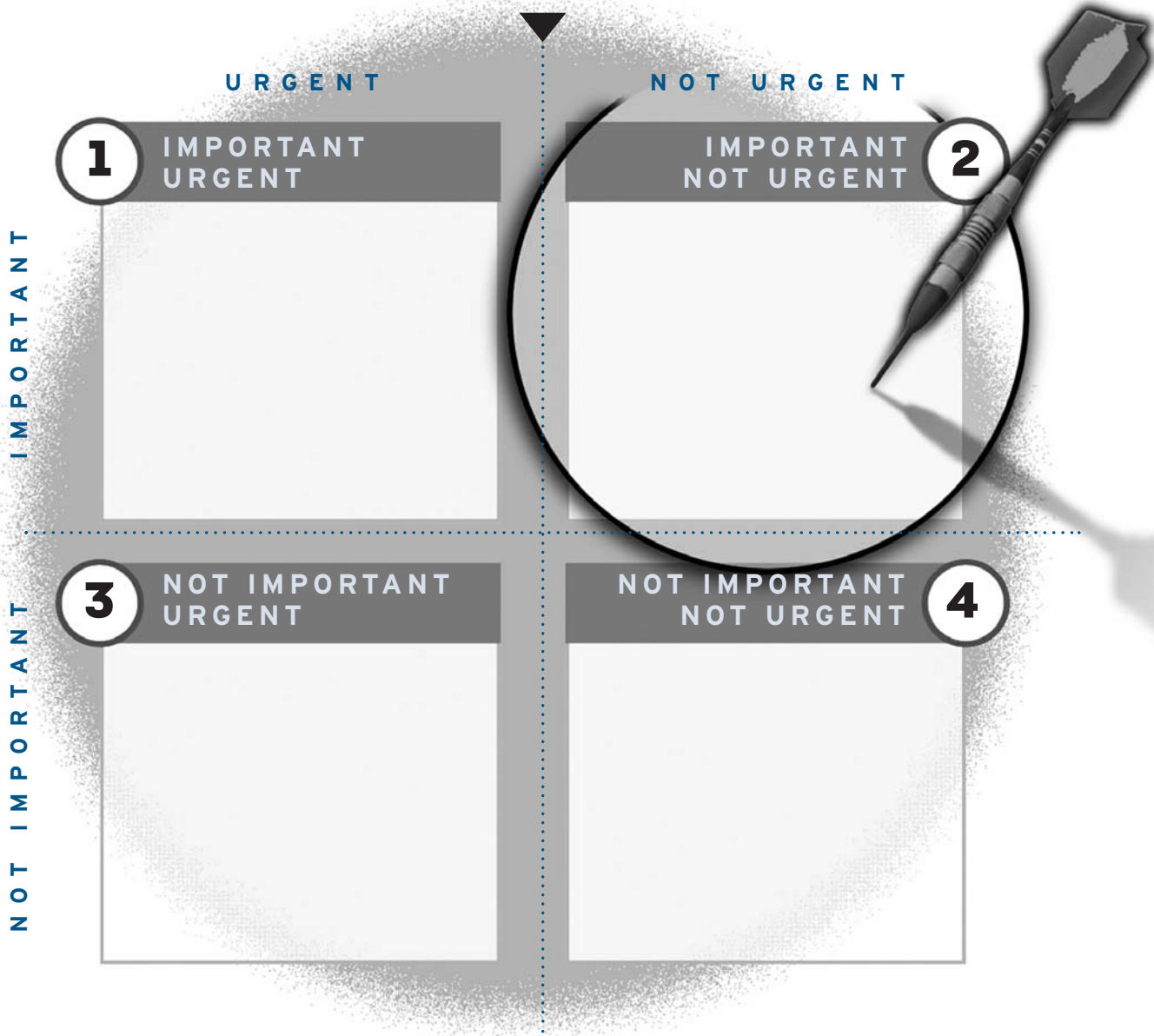
- learn the difference between important and urgent
- learn to consciously choose to work on more important tasks over attractive but trivial activities

Procedure:

1. Ask students to name activities that they engage in every day. Write as many on the board as you can.
Examples: • school • travel • watching TV • homework
2. Talk about the words "Important" and "Urgent." Help your students define them.
 - Important: your goals, your most important things, activities that contribute toward your mission.
 - Urgent: things that you think can't wait and that need to be done immediately.
3. Hand out the activity on the facing page. Break students into groups of 3-5 and ask them to fit all of the activities on the board into the four quadrants on their sheet.
4. Hold a class discussion on the results. There are not necessarily right or wrong answers here, but allow students to defend their opinions.
5. Ask students to prioritize today's assignments A, B, C . . . in order of importance.
Encourage students to prioritize their work on a daily basis.



The Time Matrix[®]



THE ABOVE MARKED TRADEMARK IS THE PROPERTY OF FRANKLINCOVEY CO. USED HEREIN UNDER LICENSE.



Prioritize today's homework!

I don't wait for moods. You accomplish nothing if you do that. Your mind must know it has got to get down to earth. - Pearl S. Buck