

Time Management Matrix - Stephen Covey

	URGENT	NOT URGENT
I M P O R T A N T	<p style="text-align: center;">I</p> <p>CRISIS PRESSING PROBLEM: Irate client, repairing a breakdown, undergoing heart surgery</p> <p>DEADLINE DRIVEN PROJECTS, MEETINGS, PREPARATIONS</p>	<p style="text-align: center;">II</p> <p>*Long Range Planning, *Anticipate and prevent problems, *Coach, develop and empower others to be self-sufficient, *Broaden minds & increase skills by reading, *Relationship building through honest listening, *Preparation for meetings & presentations, *True Recreation & taking better care of self to energize self * Empowerment</p>
N O T I M P O R T A N T	<p style="text-align: center;">III</p> <p>INTERRUPTIONS</p> <p>Phone Calls</p> <p>Drop In Visitors</p> <p>Meetings</p>	<p style="text-align: center;">IV</p> <p>-Trivia *, Junk Mail, Some phone calls, Time wasters,</p> <p>-ESCAPE ACTIVITIES, Reading Addictive Trash Novels, Watching mindless TV Serials, Gossiping when important issues are pending, Social Media</p>

<i>I M P O R T A N T</i>	<i>I U R G E N T</i>	<i>II P L A N N I N G</i>
<i>N O T I M P O R T A N T</i>	<i>III I N T E R R U P T I O N S</i>	<i>IV T I M E P A S S</i>

Time Management Matrix Covey Leadership Center, Inc.

<i>I M P O R T A N T</i>	<i>I</i> 20 - 25 % 25 - 30 %	<i>II</i> 65 - 80 % 15 %
<i>N O T I M P O R T A N T</i>	<i>III</i> 15 % 50 - 60 %	<i>IV</i> Less than 1 % 2 - 3 %

Whatever we do we need to divide in 4 categories.

- 1. important*
- 2. Urgent*
- 3. Not important*
- 4. Not Urgent*

SELF – DISCIPLINE

Self discipline is the key to Success and Happiness.

1. Value your time perminute.

2. CONCENTRATE

Give yourself 2 hours of uninterrupted time out of an 8-hour day of work.

Start with Liya 1 hour and the more you will increase the more your profitable business will be.

Even give that 1 hour to your immediate assistant.

3.DROP-IN VISITORS

Go out of your cabin and meet people waiting for you.

4.DROP-IN VISITORS

Stand up and talk when People barge into your room

5. PLAN AHEAD

Give appointments at 6.10 or 5.25

6. REMOVE CLUTTER

Take regular breaks

What is Stress?

Stress is nothing but the gap between

“When it could be done and when it is done”



Tips for Time Management

80% of the time we spend is not in sync with our priorities

Some work can be easily Delegated to others.

They may do it only 70% (as we can), or 100% the same, or even Better than us!

Why don't people Delegate?

Fear

No Trust

Ego

I can do it Quicker & Better

Delegate with Responsibility

There are 4 Parts on how to Attract MONEY or anything?

1ST PART

BEING CLEAR WITH How much you want & when? (SMART)

What You want ?

2nd PART

CHANGING THE

LIMITS

2nd PART

NG

Being Clear with What You Don't want

3rd PART

REMOVING THE BLOCKS

4th PART

Gratitude

& Giving Back