

URGENCY VERSUS IMPORTANCE

This Thinking Strategy assists you to make good decisions on what you spend your time on. You will be able to recognise when you are procrastinating and become self-correcting.

When completing an activity you are involved in, consider all the things you have to do.

Think carefully about which quadrant you should put each of them in.

It is very easy to spend your time doing busy things that are urgent but not really important.

This strategy ties in closely to the **Striving for Accuracy** and **Thinking Flexibly** Habits of Mind.

Urgency

Importance

High – Must Do Zone

(Something Time)

Low – Busy Zone

(Delay Time)

HIGH HIGH

High – Procrastination Zone

(Focus Time)

Low – Time Wasting Zone

(Nothing Time)

LOW LOW

“As is our confidence, so is our capacity.”

William Hazlitt