

Time Management Matrix

“Time is nature’s way of keeping everything from happening at once.”

- Woody Allen

The ‘Time Management Matrix’ enables you to take swift and effective control of the competing demands on your time, ensuring you achieve maximum output from the finite time that we all have been given.

This example shows typical activities within each of four quadrants. Populate your own blank matrix with all of the things that are currently on your to-do list.

Then, if you’re using the tool properly, and in a disciplined manner (the key is ‘discipline’), you will have some challenging trade-offs and decisions to make!

Begin by tackling the tasks in **Q1**, then move directly to **Q2**, with allowance for some activities in **Q3**. Resist and desist from engaging in any **Q4** activities; there lies procrastination, lack of progress and ultimately failure in business and in life.

