



Time Management

Learning Objective (s)

Identify

- Identify Generations of Time Management.

Define

- Define the fourth Generation of Time Management.

Recognize

- Recognize Stephen Covey's time management Matrix.

First Generation

The first generation is based on reminders and is characterized by simple notes and checklists.





Second Generation

The second generation is one of planning and preparation characterized by calendars and appointment books.

Third Generation

The third-generation approach is planning and prioritizing.



GAP

These three generations of time management have made a positive difference, but the gap between what is deeply important to people and the way they spend their time remains.





Fourth Generation

Move beyond time management to life leadership based on paradigms that will create quality-of-life results.

Stephen Covey's Time Management Matrix



	Urgent	Not Urgent
Important	<p>I</p> <ul style="list-style-type: none"> ▪ Crisis ▪ Pressing problems ▪ Deadline-driven projects, meetings, preparations 	<p>II</p> <ul style="list-style-type: none"> ▪ Preparation ▪ Prevention ▪ Values clarification ▪ Planning ▪ Relationship building ▪ True re-creation ▪ Empowerment
Not Important	<p>III</p> <ul style="list-style-type: none"> ▪ Interruptions, some phone calls ▪ Some mail, some reports ▪ Some meetings ▪ Many proximate, pressing matters ▪ Many popular activities 	<p>IV</p> <ul style="list-style-type: none"> ▪ Trivia, busywork ▪ Some phone calls ▪ Time wasters ▪ “Escape” activities ▪ Irrelevant mail ▪ Excessive TV

Quadrant I

Represents things that are both “urgent” and “important” – *we need to spend time here*

This is where we manage, we produce, where we bring our experience and judgment to bear in responding to many needs and challenges.

Many important activities become urgent through procrastination, or because we don't do enough prevention and planning



Quadrant II

Includes activities that are “important, but not urgent” - Quadrant of Quality

Here’s where we do our long-range planning, anticipate and prevent problems, empower others, broaden our minds and increase our skills

Ignoring this Quadrant feeds and enlarges Quadrant I, creating stress, burnout, and deeper crises for the person consumed by it

Investing in this Quadrant shrinks Quadrant I





Quadrant III

Includes things that are “urgent, but not important” - Quadrant of Deception.

The noise of urgency creates the illusion of importance.

Actual activities, if they’re important at all, are important to someone else.

Many phone calls, meetings and drop-in visitors fall into this category



Quadrant IV

Reserved for activities that are “not urgent, not important” - Quadrant of Waste

We often “escape” to Quadrant IV for survival

Reading addictive novels, watching mindless television shows, or gossiping at office would qualify as Quadrant IV time-wasters



Stephen Covey's

Stephen Covey's Time Management Matrix encourages us to manage our tasks because we can not control. time.