

Urgent and Important Exercise:

1. Write down everything that you do in your role.
2. Define “important” and “urgent” as they should be understood by you. No doubt this will need to align and be compared with your vision, mission and values. Determining your mission, vision and values may need to be a pre-exercise to this one.

Then on a blank sheet of paper make four categories in four squares: (see below)

- Urgent & Important;
- Urgent & Not Important;
- Not Urgent but Important;
- Not Urgent & Not Important

Place everything that you do in one of the four categories to help to prioritize and manage how you will intentionally spend your time.

Reflection: What new awareness’s or discoveries arose through this exercise? Define how you will prioritize your time based upon this exercise. Set intentional goals with accountability

	Urgent	Not Urgent
Important		
Not Important		