PRIORITIZING: TIME MANAGEMENT MATRIX

Learning how to prioritize your time can be difficult. In order to maximize the time you have, utilize the Time Management Matrix Below.

Most people spend their time working on activities that fall in either Q4 (not important and not urgent), like checking email, or Q1 (urgent and important), like cramming for a test or working on a project when the deadline is in sight.

The key to effective time management is planning ahead and sticking to your plan as much as possible.

The more Q2 (important and not urgent) activities completed, the less undue stress you introduce and the better your work will turn out.

Time Management Matrix:

	Urgent	Not Urgent
Important	Q1: Urgent and Important	Q2: Important and Not Urgent
Not Important	Q3: Urgent and Not Important	Q4: Not Urgent and Not Important

For more information on time management and to develop a personalized plan, visit an academic coach. All appointments are available in-person at the Student Success Center, located in the Library, or online. Adapted from *Seven Habits of Highly Effective People* by Stephen Covey, and the *Peer Academic Coaches Handbook* by the University of Texas-Austin.