

## Urgent/Important Matrix

<p><b>Q1: Urgent and important</b></p> <p>Readings for tomorrow's lecture</p> <p>These have to be done before the lecture. Find time to do them.</p>	<p><b>Q2: Not urgent, but important</b></p> <p>2,000 word essay (due in ten days)</p> <p>You don't have to start now, but you don't want it to sneak up on you. Plan some time to spend on it over the next few days.</p> <p>Buy birthday gift for a friend</p> <p>Schedule a convenient time to do this, e.g., between lectures or shop online while you're on the bus.</p>
<p><b>Q3: Urgent, but not important</b></p> <p>Mum needs computer advice</p> <p>It's urgent for her. Perhaps make a time to call her after you've finished the tasks in Q1.</p>	<p><b>Q4: Not urgent, not important</b></p> <p>Watch new episode of favourite show</p> <p>Check for 'watch on demand' options. If it's on a streaming service, it'll still be there later.</p>

Sourced from: [https://flexiblelearning.auckland.ac.nz/study-skills-resources/4\\_6.html](https://flexiblelearning.auckland.ac.nz/study-skills-resources/4_6.html)