

My Inspired Life Coaching

THE FRAMEWORKS OF URGENT VS. IMPORTANT

Important and Urgent Prioritization Chart

A prioritization chart supports the client in understanding that there are four categories of activities that fill his or her day.

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| Important and Urgent | Time pressured, but may or may not contribute to a goal or objective. Must be done and done now for life to proceed effectively. Examples of this category would include physical necessities, replacing a roof after a hurricane, or meeting deadlines. |
| Important and Not Urgent | LONG-RANGE PLANNING – PERSONAL GROWTH, RELATIONSHIP BUILDING, HOBBIES, ENRICHING PROJECTS. DAYS CAN PASS WITHOUT DOING THESE ACTIVITIES, YET IF WE DO NOT INCLUDE THE IMPORTANT PRIORITIES OF FAMILY BONDING, PERSONAL DEVELOPMENT, EXPANSION OF SKILLS, AND CONNECTING WITH FRIENDS, OUR LIVES WILL LACK THIS DIMENSION. |
| Not Important and Urgent | Many daily home and office routines present themselves as urgent, but are not particularly important, and may simply constitute interruptions. These include some telephone answering, opening junk mail, some office organization, some emails, and some socializing. They can disrupt us from what is really important. |
| Not Important and Not Urgent | These are time wasters when used to excess. TV, talking on the phone, shopping, gossiping, sitting around in the La-Z-Boy®. If we feel drained from attending to urgencies all day long, we may arrive home feeling ready only for 'down time'. |