

## Covey's Time Management Matrix

When we look at how we divide our time in life, the items in the 'important, not urgent' box (box 2), often end up ignored or neglected.

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	<p><b>1.</b></p> <ul style="list-style-type: none"> <li>Crying baby</li> <li>Kitchen Fire</li> <li>Urgent Emails</li> <li>Deadlines</li> <li>Crises</li> </ul>	<p><b>2.</b></p> <ul style="list-style-type: none"> <li>Exercise</li> <li>Spending time with Family &amp; friends</li> <li>Creating art</li> <li>Self Care</li> </ul>
<b>Not important</b>	<p><b>3.</b></p> <ul style="list-style-type: none"> <li>Interruptions</li> <li>Distractions</li> <li>Unimportant Phonecalls</li> </ul>	<p><b>4.</b></p> <ul style="list-style-type: none"> <li>Trivia</li> <li>Surfing the net</li> <li>Irrelevant calls</li> </ul>

The items in box nr 2, are usually things that are very important to our wellbeing, nourishment, joy, growth, fulfilment, contentment and ease. If we ignore them for too long they can cause dis-ease, unhappiness and discontent. So, it's important to look at your schedule/ life and find ways to make space for the elements that often end up in box 2.

Instead of 'first taking care of all the urgent things before I get to do the art/ self care/ spending time with family', actively and mindfully schedule those things into your schedule as *if* they are also urgent and important.

If your life is too full with urgent/ important items to make space for box 2, see if you can find support/ make changes in such a way that you can give items in box 2 the attention they need.