



Wellness Centre
 Room 56B, Student Union Building
students.ubc.ca/health
 Student Health Services, Student Development and Services
 The University of British Columbia

Download this form and others from the Wellness Guide online at: students.ubc.ca/health/guide.cfm

TIME MANAGEMENT MATRIX

	URGENT	NOT URGENT
IMPORTANT	1	2
NOT IMPORTANT	3	4

A Time Management Matrix can help you discover how much time you might be wasting. The Matrix has four quadrants. Enter three or more of your regular activities into each quadrant. Once you've done this, you are ready to assess how well you are managing your time.

Quadrant 1: Important and Urgent

Only crisis activities should be in here. If you have included exams and papers here, you are probably not allowing yourself enough time to fully prepare. If you continue at this pace you could burn yourself out!

Quadrant 2: Important and Not Urgent.

This is where you define your priorities. What's important in your life? What will keep you balanced? For example, you may

know that good nutrition, sleep, recreation, and maintaining healthy social relationships are important but do you consciously make time for them in your daily or weekly routine? Managing your life and the lifestyle will help you manage your time.

Quadrant 3: Not Important and Urgent

While you may feel that activities, such as instant messaging, need your attention right away, too much time spent on Quadrant 3 activities can seriously reduce valuable study time. This may leave you feeling pulled in too many directions at once.

Quadrant 4: Not Important and Not Urgent

If you're spending many hours on Quadrant 4 activities, you're either having a great deal

of fun or spending a lot of time procrastinating! Remember, the objective is balance. Next, you may want to examine how much time you should be devoting to studying. Try the Time Management Tracking Sheet to help you sort out whether you are studying enough to get the grades you want.