

Doing First Things First

Four Categories of Time Usage

1. Important and Urgent: Must attend to
2. Important and Not Urgent: Can use preventive or delaying measures
3. Urgent and Not Important: Are important to us, i.e., watching a special show
4. Not Important and Not Urgent: Don't have to do

Daily Activities on Week Nights

1. Homework
2. Physical activity/workout
3. Interaction with friends after school, personally/electronically
4. Dinner with family
5. Leisure/relaxation
6. Nourishing breakfast
7. Eight hours of sleep
8. Extra curricular activities
9. Time spent with parents
10. Time spent with brothers/sisters, pets
11. Other _____

Time Management Matrix*

I. IMPORTANT AND URGENT	II. IMPORTANT AND NOT URGENT
III. URGENT AND NOT IMPORTANT	IV. NOT IMPORTANT AND NOT URGENT

* Adapted from the work of Dr. Stephen Covey, author of *7 Habits of Highly Effective People*, Fireside, 1990.