

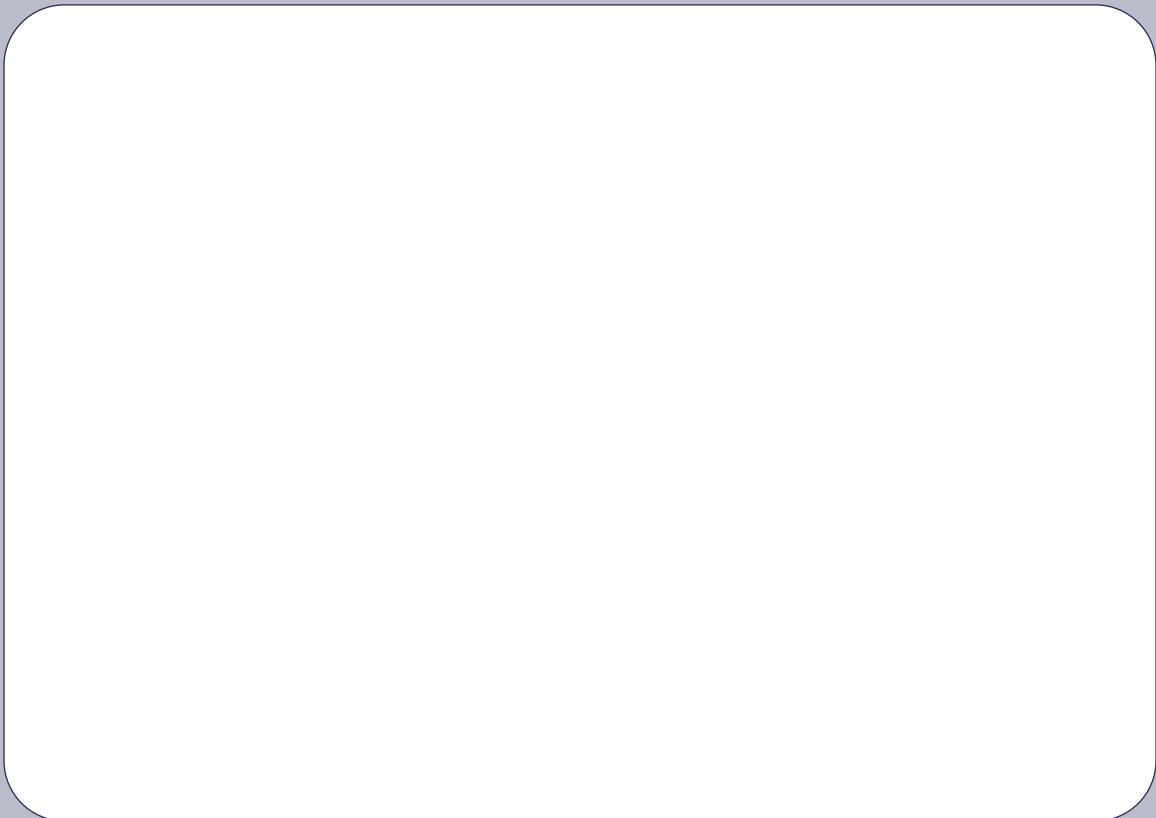
4D Matrix

Life provides an almost constant barrage of priorities and things to do. We can't get them all done, and can only truly address one at a time.

Some priorities are big, some small, some loud, and some hide in the background until they blow up. Use this method to prioritize your tasks and responsibilities based on urgency and importance. Prioritizing this way helps you determine the best way to take action and clear your plate.

Step 1: Create a "Parking Lot."

This is where everything gets stored. Write down ALL of your tasks, priorities and responsibilities. Be specific here. If something is big and complex, break it down into its components.



Step 2: Organize your parking lot into one of these four quadrants

Urgent: time sensitive. Must be addressed as soon as possible

Not Urgent: no due date or deadline not pressing

Important: adds value to your life, has direct consequences

Not Important: does not add value, no direct consequences

	Urgent	Not Urgent
Important		
Not Important		

Step 3: Take appropriate action for each quadrant (this is where the 4Ds come in)

	Urgent	Not Urgent
Important	<p>Do. Get it done ASAP.</p>	<p>Decide. Schedule when you will do this task.</p>
Not Important	<p>Delegate. Outsource or assign this to someone else.</p>	<p>Dump. This isn't worth your time or attention.</p>