



Student Leadership Services Inc.
 Innovative. Inclusive. Validated.

Time Management

Time management is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high.

	Urgent	Not Urgent
Important	Important and urgent: Do first Things that have a due date or consequences for not doing them. (school projects, chores assigned by parents, other important responsibilities)	Important, not urgent: Schedule Things without a set deadline but bring you closer to your goals. (upcoming events, exercise, relationship building)
Not Important	Urgent, not important: Delegate or Delay Interruptions or things that need to be done, but don't need to be done right away, or maybe don't require your specific skills.	Not urgent, not important: Eliminate or minimize Time-wasting activities. Can be ok, but only in moderation. (social media, video games, Netflix)

EISENHOWER MATRIX (URGENT/IMPORTANT MATRIX)

One of the most popular time management tools, it was created by Dwight D. Eisenhower (34th President of the United States). The Urgent-Important Matrix helps you decide on and prioritize tasks by urgency and importance.

Time is like money, spend it wisely.

www.slstoday.org

