



Professional Practice Support

URGENCY VERUS IMPORTANCE: BEATING PROCRASTINATION

Use the Urgency Versus Importance Thinking Tool on the website.

To assist you in balanced decision making out what are “Musts” and what are “Options”

- use the power of the “**2x2 Thinking**” Matrix
- think carefully about how you categorise what you do; cultivate reflective habits
- for example, checking your messages on your phone may be urgent but it’s not important.

2x2 Thinking enables you to

- consider the “what ifs” of what you do
- create new understandings and outlooks
- let go of an old way of thinking
- beat procrastination.

It adds richness, depth and clarity to your time management

- a better perspective.

IMPORTANCE

URGENCY	<div><div>HIGH - MUST DO ZONE (Something Time)</div><div>HIGH</div></div>	<div><div>LOW - BUSY TIME (Delay Time)</div><div>HIGH</div></div>
	<div><div>HIGH - PROCRASTINATION ZONE (Focus Time)</div><div>LOW</div></div>	<div><div>LOW - TIME WASTING ZONE (Nothing Time)</div><div>LOW</div></div>