

Urgent/Important Grid

We first learnt about this tool from Steven Covey but it is also known as the Eisenhower matrix. “What is important is seldom urgent and what is urgent is seldom important.” Dwight Eisenhower

	URGENT	NOT URGENT
IMPORTANT	<p><i>Child comes home with a crisis, medical emergency, deadlines for school, urgent letters to write, red bill needs paying, washing piled up-there are no clean clothes, child in a tantrum, hungry children.</i></p>	<p><i>Planning ahead, reading, research, setting up for success, holidays, exercise, special time with child, couple time with partner, creating order in the house, creating systems, reviewing parenting material, solution time with partner –discussing ways of making things work.</i></p>
NOT IMPORTANT	<p><i>Allowing yourself to be interrupted, running errands for other people, getting sucked into other people's deadlines, saying yes when you should be saying no.</i></p>	<p><i>Trivial TV, junk reading, (distinguish from the things you do to wind down) some social events that aren't actually important to you, meetings that you don't need to be at.</i></p>