Urgent vs. Important

URGENT things are not always IMPORTANT.

Ur-gent: (of a state, thing or situation) requiring immediate action or attention.

Im-por-tant: of great significance or value; likely to have a profound effect on success, survival, or well-being.

Consider how you spent your time today (or yesterday). Write out **EVERYTHING** you did, and how much time you spent on each item.

This includes: scrolling through social media (even if it's for work); phone calls; replying to emails (how many were expected emails, how many were not?); replying to texts/dms. How long did you Internet browse (shopping, clicking links)? How long did you work on projects (personal, work or organizational)?

Include ALL things productive and not. No hiding! You might need an additional page.

ITEM	TIME SPENT

Now look at your list, and follow these steps.

- 1. Take 2 different colours and **highlight each item**. 1 colour for *URGENT* items, another colour for *IMPORTANT* items.
- 2. Are there URGENT things that actually didn't need to be done at all? Strike those out with your pen.
- 3. **Circle** any *URGENT* things that could have been put off or scheduled for a later date.
- 4. Next, look at your *IMPORTANT* items: are they aligned with your priorities and goals? Are any actually *URGENT* distractions that felt *IMPORTANT*, but now you see they aren't. **Underline those.**

You can do this! This gives you a clear picture of where your time is being spent and if it aligns with your goals.