



Checklist 18 - Identify Urgent Vs Important And Available Time

Project Name: _____

Date: _____

Yes No

Are you a person who wants to know the difference between urgent and important tasks? These two seem like the same, but believe me, they are not! The time assigned to these tasks also depends on their value, and to identify the available time for these tasks and assign them time according to their importance is not an easy thing to do. So here is how you can identify the difference between urgent and important tasks:

Urgent Vs. Important:

- | | | | |
|----------|---|--------------------------|--------------------------|
| 1 | First, identify the urgent tasks. These are the tasks that require immediate action and need to be done immediately. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | The tasks that refer to our long-term goals are actually important tasks, and these are valued more than the urgent ones. These help you in planning for your future. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | There are some tasks that are both urgent and important, like job offer emails, or a tax deadline, or any other hospital emergency. So these tasks need to be done immediately. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | From your list, identify the tasks like weekly planning, exercise, or spending some time with family. These are tasks that are important. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | The task like replying to text messages or email is an urgent task, but it isn't very important, so it doesn't affect your long-term goals. This is an urgent task. | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

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- 6 Start pointing out urgent and important tasks from your list and write them separately.
- 7 Make 4 quadrants.
- 8 In the first quadrant, mention both important and urgent tasks.
- 9 In the second quadrant, write your important tasks and spend most of your time dealing with these tasks as they'll affect your goals.
- 10 Now in the third quadrant, mention your urgent tasks that do not require to be done so quickly because they are not important.
- 11 Finally make the fourth quadrant and write other daily tasks that are neither important nor urgent, and if not done by the end of the day, they won't have any effect.
- 12 Spend more time on important tasks now.

Finding Available Time:

- 13 It is essential to identify the time required for the tasks first.

Notes

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- 14 First make a list of all your tasks and pick out important tasks from it.
- 15 Assign each tasks a time frame in which it will be completed.
- 16 Free some time for yourself also.
- 17 From your daily schedule, assign some time for breaks between tasks.
- 18 Now dedicate the remaining available time to your family. Include them in your schedule, as well.

Notes