

Time Management Cheat Sheet

Date:

Task	Importance (I)	Urgency (U)	Total (T)	Today's Priority

Instructions

1. Rank each task in terms of it's LONG TERM Importance (I) to your BIG Goals, with 1 being most important, and so on.
2. Rank each task in terms of it's Short Term Urgency (U) relative to CURRENT Goals, with 1 being the most urgent, and so on.
3. ADD up the totals for each row and enter the number in the TOTALS column (T)
4. Sort the Totals Column (T) by LOWEST number first - the LOWER the Total, the HIGHER the Priority task since these tasks offer the greatest combination of BOTH importance and urgency.
5. Complete your tasks in the order of your Priority Ranking