

# Table 1: Priority Time Management Matrix<sup>1</sup>

	URGENT	NOT URGENT
IMPORTANT	<p><b>One</b></p> <ul style="list-style-type: none"><li>• Patient/personal emergencies (i.e., crises, unanticipated problems, emergency admissions)</li><li>• Impending deadlines (i.e., physician orders, reassessments)</li></ul>	<p><b>Two</b></p> <ul style="list-style-type: none"><li>• Scheduled visits</li><li>• Relationship building</li><li>• Team meetings</li><li>• Restocking supplies</li><li>• Completing reports</li><li>• Planning (i.e., organizing, prioritizing)</li></ul>
NOT IMPORTANT	<p><b>Three</b></p> <ul style="list-style-type: none"><li>• Most interruptions</li><li>• Some telephone calls, mail or meetings</li></ul>	<p><b>Four</b></p> <ul style="list-style-type: none"><li>• Unplanned telephone calls or e-mails</li><li>• No deadlines or time limits for tasks</li><li>• Doing the work of others</li><li>• Failure to properly delegate</li><li>• Not saying no</li><li>• Excessive socializing (i.e., time wasters)</li></ul>