

The Time Investment Matrix

	Urgent	Not Urgent
Important	<p>Quadrant I</p> <p>We live in the immediate.</p> <p>Pressure is from the outside.</p> <ul style="list-style-type: none"> • I solve pressing problems now. • I put out fires that require immediate action. • I am primarily reactive — choosing to act according to outside pressure, needs, and crises. 	<p>Quadrant II</p> <p>We live by inner priorities and values.</p> <p>Pressure is from the inside - driven by God's vision and biblical values.</p> <ul style="list-style-type: none"> • I think and plan for the long-term, aiming for prevention. • I invest in important but less immediate and visible priorities. • I choose to be proactive with my actions coming from reflection and priority planning. • I take time to turn problems into opportunities.
Not Important	<p>Quadrant III</p> <p>We live by the priorities of others.</p> <p>Pressure is from others.</p> <ul style="list-style-type: none"> • I act for the short-term or immediate. • I assume the role of a chameleon, fitting into the needs of others. • I can be victimized and out of control as I try to meet others' needs. 	<p>Quadrant IV</p> <p>We live irresponsibly.</p> <p>Actions are dependent upon others and events that are neither important nor urgent.</p> <ul style="list-style-type: none"> • I am irresponsible with my time and energy. • I often choose to do nothing.