

Schedule: Priority Matrix

This is a sample calendar. There is blank calendar on the next page and the instructions follow.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	QUE
7a					Come in early	1.) New hire onboarding 2.) Evaluate budget requests 3.) Quality program Surveys
8a	Urgent Issues		Budget	Town Hall Coffee		
9a		Meet with My Team: 1:1				
10a				Meet with Scheduling Team		
11a			Urgent Issues			
12n	Strategy				Lunch with new hire	
1p		Department Meeting				
2p			Meet with my Boss			
3p	Rounds		Rounds	Leave early. Pick up daughter.		
4p			Retrospective with Team: Priority			
5p						
6p	Stay late	Stay late				
7p						

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7a						
8a						
9a						
10a						
11a						
12n						
1p						
2p						
3p						
4p						
5p						
6p						
7p						

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Instructions:

1. Change the start and finish times on the calendar based on your schedule.
2. Block off meetings and personal time. You may find that meetings take up most of your time and may want to re-evaluate meetings.
3. Categorize your activities and schedule on the calendar.
4. When scheduling in tasks, allot the time required to do a quality job.

Refer to the Priority Matrix worksheet. You will be transferring tasks from this worksheet to your calendar.

5. Refer to your Priority Matrix worksheet and schedule in the tasks that are “Urgent;” those activities that need to get done in the next 3 days.
6. Schedule time to handle those problems that come up daily, requiring your immediate attention. Evaluate these tasks, are they really “Urgent,” or someone’s else’s problem that you are solving?
7. Evaluate the “Important and Not Urgent Tasks. Can they be delegated?
8. Que is the list of items that come in that need to get done, or re-evaluated.

Not enough time in your day?

- Go back to your list and double check any assumptions you have about “you” having to do all these tasks.
- Are the “Urgent” items truly urgent or a result of not planning?
- Conduct a Job Analysis. This will help you clarify your role expectations with your boss.