

Time Management Matrix

Being proactive and managing your time is an important aspect of staying on track and completing your thesis on time. Use the below matrix to determine which activities in your life should be a higher priority.

Brainstorm all the things that take up your time in a normal week. Consider study, work, cooking, sport, family time, shopping etc.

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Next, rank them according to urgency and importance. This will allow you to see which tasks should take priority.

	High Urgency	Low Urgency
High Importance		
Low Importance		

Sat/Sun								
Fri								
Thurs								
Wed								
Tues								
Mon								
Time	6-8	8-10	10-12	12-2	2-4	4-6	6-8	8-10

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