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URGENCY INDEX

(Stephen Covey's "First Things First")

Provide the number which most closely represents your normal behavior or attitudes regarding the statements below.

0 = never	1 = seldom	2 = sometimes	3 = often	4 = always	
1. I seem to do my best work	when I am under pr	essure.			
2. I blame the rush and pressu time with myself.	re of external thing	s on my failure to spend	d deep, introspec	ctive	
3. I am frustrated by the slowr	ness of people and t	hings around me; I hate	e to wait or stand	d in line.	
4. I feel guilty when I take tim	ne off work.				
5. I seem to be rushing betwee	en places and events	S.			
6. I find myself pushing peopl	le away so I can fini	ish a project.			
7. I feel anxious when I am ou	at of touch with the	office for more than a f	few minutes.		
8. I am preoccupied with one	thing when I'm doi	ng something else.			
9. I am at my best when I am l	handling a crisis sit	uation.			
10. The adrenaline rush from a accomplishment of long-te		more satisfying to me t	than the steady		
11. I give up quality time with	n important people i	n my life to handle cris	es.		
12. I assume people will natur order to handle a crisis.	cally understand if I	have to disappoint ther	n or let things g	o in	
13. I rely on solving a crisis to	o give my day a sen	se of meaning and purp	oose.		
14. I eat lunch or other meals	while I work.				
15. I keep thinking that some	lay I will be able to	do what I really want to	o do.		
16. A huge stack in my "out" productive.	basket at the end of	the day makes me feel	like I have reall	ly been	

TOTAL SCORE

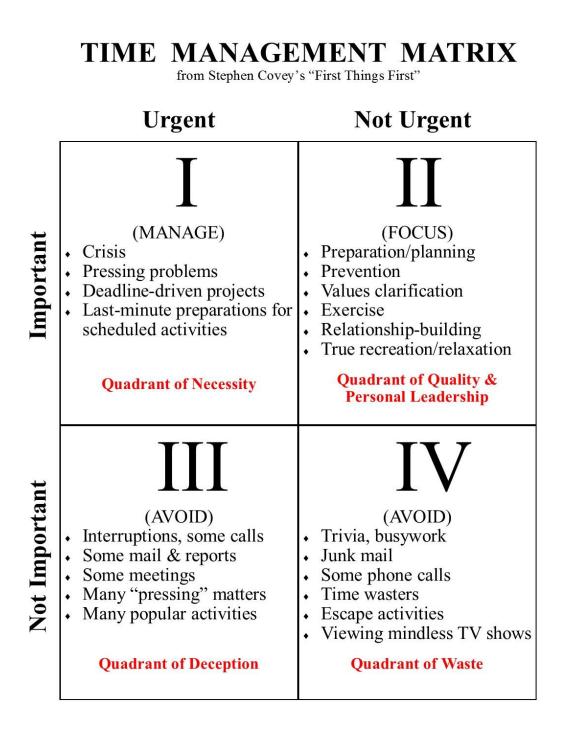


URGENCY INDEX SCORE

- 0-25 Low urgency mindset
- 26-45 Strong urgency mindset
- 46+ Urgency addiction (do-do life)

Every time you say "yes" to someone or something, you are saying "no" to someone or something else.

Ask yourself: "Why am I doing what I'm doing right now?" Familiarize yourself with this Time Management Matrix, which will help you identify ways you can make conscious choices about what you say "yes" to and what you say "no" to.



Are you ready to gain control over your runaway train and focus on what's most important to you? Here's an exercise that will help:

- 1. Review your activities and list them under the appropriate quadrants below.
- **2.** Identify which activities in Q3 and Q4 you will say no to and which activities in Q2 you plan to add to your weekly schedule.
- 3. Schedule these activities into your calendar for the coming week!

TIME MANAGEMENT MATRIX

from Stephen Covey's books: The Seven Habits of Highly Effective People and First Things First

	Urgent	Not Urgent
	Ι	II
Important	(MANAGE)	(FOCUS)
	Quadrant of Necessity	Quadrant of Quality & Personal Leadership
	III	IV
ant	(AVOID)	(AVOID)
orts	:	:
du	:	
Not Important	•	•
3	Quadrant of Deception	Quadrant of Waste